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# TWENTY-FOURTH ANNUAL REPORT OF THE BUREAU OF CIVIL SERVICE

TO THE  
GOVERNOR-GENERAL  
OF THE PHILIPPINE ISLANDS

FOR THE  
YEAR ENDED DECEMBER 31, 1923

MANILA  
BUREAU OF PRINTING  
1924

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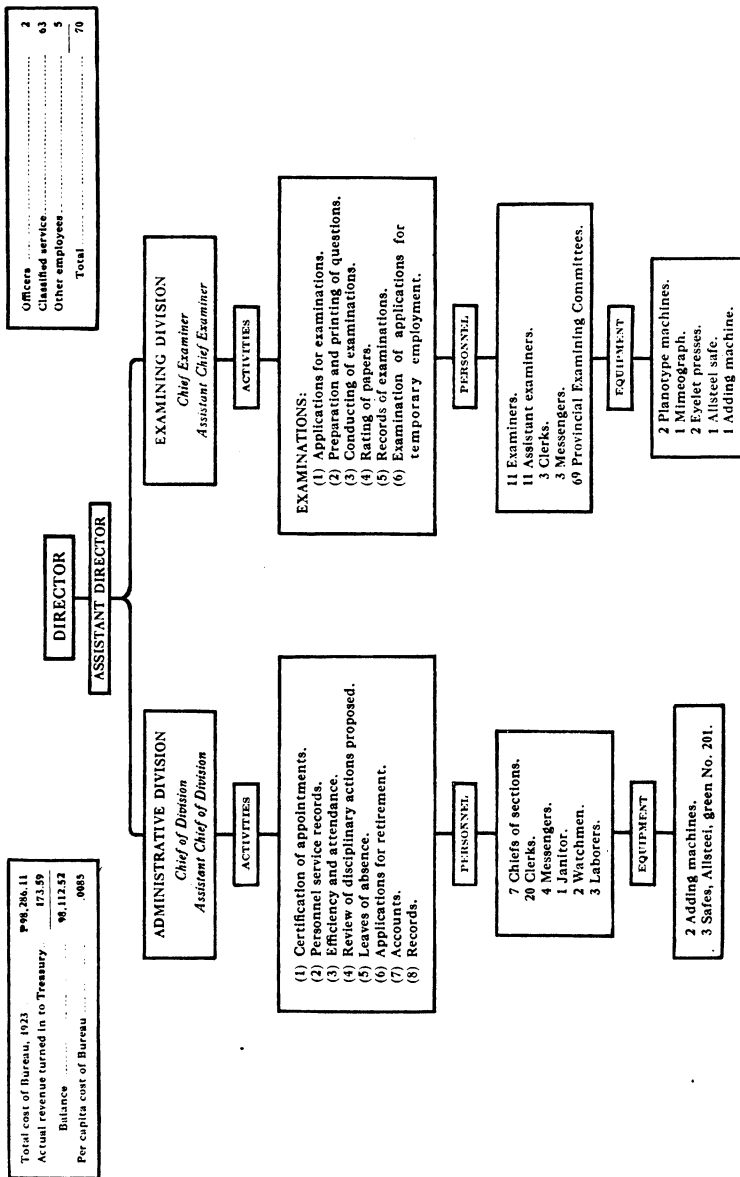
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# ORGANIZATION DIAGRAM OF THE BUREAU OF CIVIL SERVICE

AS OF FEBRUARY 1, 1923



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## CONTENTS

Organization diagram .....	Frontispiece.
	Page
Applications for examinations.....	5
Examinations held .....	6
New method .....	7
Coöperation .....	8
Fraud .....	9
Original appointments .....	9
Appointments in the United States.....	10
Reinstatements .....	10
Promotions, reductions, and transfers.....	11
Appointments to the Federal Service.....	11
Personnel .....	12
Temporary employment .....	14
Separations .....	14
Leave of absence.....	15
Retirement .....	16
Financial statement .....	17
Personnel of the Bureau.....	17
Summary .....	18
Appendix .....	19
Statistics—	
Table A.—Results of educational examinations in English taken by Filipinos during the year 1923.....	20
Table B.—Results of the examinations in English taken by Americans during the year 1923.....	21
Table C.—Results of the examinations in Spanish taken by Filipinos during the year 1923.....	21
Table D.—Summary of educational examinations held during the year 1923....	22
Table E.—Results of non-educational examinations held during the year 1923..	22
Graph showing the number of persons examined annually.....	23
Table 1.—Appointments in the Philippine civil service from January 1 to December 31, 1923.....	24
Table 2.—Appointments made in the Federal civil service in the Philippine Islands during the year ended December 31, 1923, upon certification of the Bureau of Civil Service.....	25
Table 3.—Americans and Filipinos in the Philippine civil service on July 1, 1923, and the salaries paid.....	26
Table 4.—Comparison of number of employees and salaries paid in different branches of the Philippine civil service at the middle of the fiscal years indicated .....	27
Table 5.—Table showing the number and salaries of regularly and permanently appointed Americans and Filipinos in the service at the middle of the fiscal years indicated .....	28
Table 6.—Comparison of number and salaries of Americans and Filipinos temporarily employed on July 1 of the years given in the clerical and unclassified and non-clerical positions in the Philippine civil service.....	29
Extracts from the Administrative Code (Act No. 2711) relating to the civil service .....	31
Extracts from other laws of the Philippine Legislature relating to the civil service..	65
Act No. 2589 providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes.....	67
Act No. 2796 amending section 1 of Act 2589, designating a new time limit for the filing of applications for retirement, and for other purposes.....	69
Act No. 2891 amending section 1 of Act No. 2796, designating a new time limit for the filing of applications for retirement, and for other purposes.....	70

## Appendix—Continued.

	Page
Act No. 2668 fixing the salaries of certain officers and employees of the Government of the Philippine Islands.....	71
Act No. 3050 providing for annual pensions for teachers employed in the Philippine public schools; to appropriate money and regulate the disbursement thereof..	74
Act No. 3100 amending certain sections of Act No. 3050, entitled "An Act to provide annual pensions for teachers employed in the Philippine public schools; to appropriate money and regulate the disbursement thereof".....	78
Civil Service Rules.....	82
Rule I. General provisions and definition of terms.....	82
II. Applications for examination.....	83
III. Examinations .....	84
IV. Rating of papers and eligibility.....	85
V. Certifications .....	85
VI. Temporary service .....	87
VII. Reinstatements .....	88
VIII. Transfers .....	89
IX. Promotions .....	90
X. Appointment and employment.....	92
XI. Examination requirements relating to appointment and promotion.....	93
XII. Procedure in reductions, separations, and suspensions.....	94
XIII. Prohibitions and penalties.....	96
XIV. Official record of officers and employees.....	98
XV. Hours of labor.....	98
XVI. Leave of absence.....	99
Executive Orders .....	104
Executive Order No. 103 of December 1, 1913 relating to private business.....	104
Executive Order No. 12 of March 22, 1921 outlining the procedure in carrying out the purpose of Act No. 2990.....	105
Executive Order No. 12 of March 8, 1922 relating to the transfers of employees..	106
Memorandum Orders .....	107
Memorandum order of the Governor-General, relative to coursing of correspondence affecting the service.....	107
Memorandum order of the Governor-General, restricting the temporary employment of non-eligibles.....	107
Memorandum order of the Governor-General, relating to suspension of subordinate officers and employees.....	109
Memorandum order of the Governor-General, relating to promotions.....	111
Memorandum order of the Governor-General, relating to examining committees and special examiners.....	112
Memorandum order of the Governor-General, requiring to make a report to the Bureau of Civil Service showing the character of service and conduct of the employee during his probationary period of employment.....	112
Circular No. 73 of the Bureau of Civil Service touching political activities of persons in the service.....	114
Circular No. 74 of the Bureau of Civil Service relating to the necessity and manner of keeping daily time records and of reporting undertime and absences....	115
Circular No. 1 of the Bureau of Civil Service relating to the information to be furnished by officers and employees returning from leave of absence granted to visit the United States or foreign countries.....	117
Circular No. 2 of the Bureau of Civil Service relating to the allowance of accrued leave to Government employees designated as Government pensionados to study abroad .....	119
Circular No. 3 of the Bureau of Civil Service relating to the requests of Government employees for computation of accrued leave to which they are entitled.....	120
Circular No. 4 of the Bureau of Civil Service relating to the applications for leave of officers and employees who are administratively investigated or administrative proceedings are being instituted.....	120
Circular No. 5 of the Bureau of Civil Service relating to the information to be furnished by the chief of Bureau or Office on applications for commutation of leave .....	121
Circular No. 6 of the Bureau of Civil Service calling attention to the Civil Service Rule XVI which requires that applications for leave be submitted in advance of the time the leave takes effect.....	122
Index .....	125



# TWENTY-FOURTH ANNUAL REPORT OF THE BUREAU OF CIVIL SERVICE

THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

MANILA, *February 29, 1924*

SIR: I have the honor to submit the following report on the work of this Bureau for the year ending December 31, 1923:

## APPLICATIONS FOR EXAMINATIONS

The total number of applications received during the year is 13,321 as compared with 11,304 for the previous year, or an increase of 2,017. The increase is due mainly to the great number of applicants for the teacher and junior teacher examinations, which surpassed that of any previous year. The applications received were as follows:

For competitive, educational, assembled examinations:	
Approved .....	11,042
Disapproved .....	1,800
Total .....	12,842
For non-competitive, non-educational, unassembled examinations, and for temporary employment.....	479
Grand total.....	13,321

The reasons for the disapproval of the applications appear below:

Not eligible.....	748
Non-compliance and no permission.....	435
Applications incomplete or late.....	329
Physical disability, under weight, under height, under age, over age.....	97
False statement .....	81
Immorality, conviction of crime or other misconduct....	48
All others.....	62
Total .....	1,800

**EXAMINATIONS HELD**

There are two general classes of examinations held for the classified civil service: educational and non-educational. In the former the competitors are assembled and required to take written tests; in the latter, they are graded only on their experience and training, the ratings being based upon the sworn statements in the application which may be corroborated by other evidence, such as publications or theses and inquiries made of former employers. The latter type of examinations has been found useful in securing eligibles for highly technical positions as well as for the mechanical and skilled trades. The Bureau of Civil Service also gave during the year the following examinations for positions not in the classified civil service of the Philippine Islands: first grade (federal), storekeeper (medical and signal supplies), cadet (United States Military Academy), and midshipman (United States Naval Academy).

The eighty-seven different kinds of examinations held, embracing practically every field of Government activity, show the trend toward specialization. The total number of Filipino competitors in educational examinations in English is 10,145 as against 8,786 in 1922, or an increase of 1,359; the number of American competitors is 50 as against 35 in 1922, or an increase of 15; the number of Filipinos who took educational examinations in Spanish is 349 as against 278, or an increase of 71. In all, the number of competitors in educational examinations given during the year is 10,544 as against 9,099 in 1922, or an increase of 1,445. In non-educational examinations the number of applicants examined is 44 as against 39 in 1922. Of the number of persons who took educational examinations 25 per cent passed or 1 per cent less than that for the previous year. The five examinations which have the greatest number of competitors are as follow: second grade, 2,554; third grade, 1,743; junior teacher, 903; first grade, 823; assistant sanitary inspector, 460. For the first time in many years the results of the examinations given for the teaching service were sent out before the end of the year notwithstanding the record number of applicants.

Several examinations were specially announced to meet the exigencies of a particular branch of the service or of a certain locality. This is specially true of the Judiciary where, incident to the reorganization, there is an increased demand for stenographers, translators and clerks with knowledge of Spanish. For remote provinces it has also been found advisable to hold examinations from time to time instead of adhering closely to the regular schedule. Thus the stenographer (Spanish), second

grade (Spanish), and clerk of court examinations were given a number of times to supply the demand for eligibles as well as to reduce temporary employment in the provincial service.

Attention is respectfully invited to the attached tables showing comparatively and in detail the results of the various examinations.

#### NEW METHODS

A revised edition of the Manual of Information, embodying the most up-to-date changes in civil service examinations, was issued this year. It is one of the most comprehensive publications prepared by this office.

Serious effort has been made to make the examinations conform as nearly as possible to the fundamental requirement that "examinations of a suitable and practical character shall be held to ascertain the relative capacity and fitness of applicants for positions to which they seek to be appointed." Some of the psychological tests which have found favor with civil service commissions in the United States have been adopted to test keenness or mental alertness among competitors, a quality which heretofore apparently has not been given due emphasis, although it is hard to conceive of a purely academic examination which does not involve intelligence as well as knowledge.

The use of the short-answer method is also being tried with a view to devising a means whereby the increasing volume of work could be effectively handled by the small force of examiners. Moreover, it is believed that by the use of the objective method more ground could be covered in the examinations. In short, the object sought is to simplify the examinations without impairing their testing quality. At present, the examinations of the Bureau of Civil Service are not so scholastic as those of the British civil service, nor are they so ultra-modern or simplified as some of the tests employed by civil service bodies in the United States. But in the main the literary feature is preserved, for we should not overlook the fact that the competitors are called upon to express their thought in a foreign language.

It is to be regretted that the limited appropriation of this Bureau does not permit of the creation of a research section which could devote its time to a more intensive study of civil service procedure. The two most responsible members of the Examining Division have to rate so many papers—which cannot be entrusted to low-salaried personnel—that research and study cannot be done except outside of office hours. It is hoped that with the appointment of a technical man to the position of Assistant Director the situation would be partly relieved.

## CO-OPERATION

This Office takes this opportunity to hereby acknowledge the cordial coöperation of the examining committees and special examiners from other Bureaus. It is to be regretted, however, that on more than one occasion attention had to be called to the express provisions of the law in order to secure the assistance required. No doubt with the increasing number of technical examinations the burden will be heavier and that more and more reliance will have to be placed upon the goodwill of other bureaus. Section 674 of the Administrative Code seems designed for such an emergency and indeed only embodies the practice followed throughout the civil service world, of appointing experts in the service to act as examiners in the technical subjects. It would not be advisable for this Bureau to employ permanently a technical staff whose services would be needed only part of the year. But to furnish some incentive, the law, it is believed, should be amended to permit the granting of extra compensation to these examiners who are selected from the most capable men in the service.

At the close of the year, there were 69 provincial examining committees, headed in most cases either by the provincial treasurer or by the division superintendent of schools. There developed some opposition on the part of the latter with respect to assignment to the committees, as is evidenced by a resolution passed at the last convention of division superintendents at Baguio recommending that steps be taken to relieve the Bureau of Education of the work of preparing examination questions and correcting papers for the Bureau of Civil Service. The proposition advanced is impractical, to say the least, for in the matter of preparing the papers for the professional subjects of the teacher and division superintendent of schools examinations, it is only fair to the competitors and to the service that men who have made a special study of these subjects should prepare and rate the technical papers.

With the exception of the case of collusion at Catbalogan, Samar, in which three teachers were involved, the conduct of provincial examinations was on the whole satisfactory. The issue of a revised manual of instructions early in the year and the practice now followed of enclosing detailed instructions with every package of examination papers have in some way contributed to minimizing the troubles of the committees. At last, there seems to be a growing realization on the part of our examiners of the importance of the duties imposed upon them by law.

## FRAUD

Discrepancies in statements of date of birth are responsible for the many cases of false statements discovered during the year. Unless the difference noted, however, is material no criminal proceedings are instituted, the applicant concerned being generally only debarred from examination for a certain period depending upon the circumstances of each case. Applicants sometimes experience difficulty in ascertaining from proper documents the correct date of birth and too often trust to information received from parents or relatives. To secure exemption from liability good faith is generally alleged as a defense, but unless it is clearly established, this Bureau imposes a penalty of one year debarment to impress upon all the necessity of due care in filling out the application blank.

Of the eighty-one cases of false statement, three were so grave in nature that this office was compelled to bring the offenders before the courts of justice. Two were applicants for the second grade examination, who made false representations regarding scholastic attainments, and the other an applicant for the third class patrolman examination who concealed the fact of previous conviction for violation of municipal ordinance. All these cases are now pending in court.

## ORIGINAL APPOINTMENTS

The comparative number of persons originally appointed in the classified civil service since 1906 may be found in the following table:

Year	English examination, number of—		Spanish examination, number of—		Total
	Americans	Filipinos	Americans	Filipinos	
1906 .....	261	174	-----	300	735
1907 .....	307	204	-----	226	737
1908 .....	385	419	-----	355	1,159
1909 .....	343	354	-----	226	923
1910 .....	316	476	-----	135	927
1911 .....	409	594	-----	191	1,194
1912 .....	322	606	-----	110	1,038
1913 .....	262	817	-----	87	1,166
1914 .....	93	660	-----	68	821
1915 .....	112	717	-----	86	915
1916 .....	116	1,390	-----	189	1,695
1917 .....	76	1,177	-----	106	1,359
1918 .....	83	1,726	-----	93	1,902
1919 .....	82	1,933	-----	30	2,045
1920 .....	113	1,794	-----	22	1,929
1921 .....	93	1,178	-----	65	1,336
1922 .....	75	1,312	-----	60	1,447
1923 .....	90	1,121	-----	33	1,244

During the year, 1,244 persons were given probational appointment in the classified civil service. Of this number 90 were Americans and 1,154 Filipinos, as compared with 75

Americans and 1,372 Filipinos for the preceding year, or an increase of 15 in the number of Americans and a decrease of 218 in the number of Filipinos. The Americans originally appointed were classified as follows: 78 teachers, 3 chemists, 3 patrolmen, 2 division superintendents (Bureau of Education), 1 entomologist, 1 fireman, 1 nautical instructor, and 1 telephone inspector. Of the 1,154 Filipinos originally appointed, only 33 were appointed as a result of examinations given in Spanish.

#### APPOINTMENTS IN THE UNITED STATES

During the year, 91 persons were appointed in the United States for the Philippine civil service, 87 by original appointment and 4 by reinstatement, as compared with 67 during the preceding year (66 original and one reinstatement). The number of appointments made yearly in the United States is shown in the following table:

Year	Original	Reinstatement	Total	Year	Original	Reinstatement	Total
1903.....	179	-----	179	1914.....	49	6	55
1904.....	338	-----	338	1915.....	73	18	91
1905.....	225	-----	225	1916.....	<sup>a</sup> 83	<sup>a</sup> 16	99
1906.....	142	12	154	1917.....	44	<sup>a</sup> 6	50
1907.....	187	16	203	1918.....	<sup>b</sup> 73	<sup>a</sup> 2	75
1908.....	252	30	282	1919.....	<sup>c</sup> 62	1	63
1909.....	238	22	260	1920.....	<sup>a</sup> 95	4	99
1910.....	164	16	180	1921.....	<sup>d</sup> 90	<sup>a</sup> 4	94
1911.....	244	24	268	1922.....	<sup>e</sup> 66	1	67
1912.....	230	13	243	1923.....	<sup>f</sup> 87	4	91
1913.....	145	11	156				

<sup>a</sup> 1 Filipino. <sup>b</sup> 4 Filipinos. <sup>c</sup> 3 Filipinos. <sup>d</sup> 13 Filipinos. <sup>e</sup> 5 Filipinos. <sup>f</sup> 9 Filipinos.

Statistics showing the appointments made during the year may be found in the appendix to this report.

#### REINSTATEMENTS

There were 348 appointments by reinstatement as compared with 388 for the preceding year, or a decrease of 40. The number of appointments by reinstatement for each year since 1913 may be found in the following table:

Year	In the United States		In the Philippine Islands		Total
	Americans	Filipinos	Americans	Filipinos	
1913.....	11	-----	78	235	324
1914.....	6	-----	36	184	226
1915.....	18	-----	34	180	232
1916.....	15	1	23	255	294
1917.....	5	1	17	229	251
1918.....	1	1	19	371	392
1919.....	1	-----	8	434	443
1920.....	4	-----	9	477	490
1921.....	3	1	16	378	398
1922.....	1	-----	19	368	388
1923.....	4	-----	6	338	348

### PROMOTIONS, REDUCTIONS, AND TRANSFERS

There were 4,863 appointments by promotion, reduction, and transfer as against 3,125 for the preceding year, or an increase of 1,738. The cause of the increase was the greater number of appointments by promotion, 4,402 for 1923 as against 2,620 for 1922. The promotions were mostly given to the following positions: teachers, 1,307; patrolmen (City of Manila), 324; craftsmen and apprentices of the Bureau of Printing, 185; firemen (City of Manila), 143; rangers (Bureau of Forestry), 99; clerks (Department of Engineering and Public Works, City of Manila), 91; clerks (Department of Finance, City of Manila), 72. The appointments by reduction during the year were distributed as follows: 38 for reason of economy, 7 for voluntary acceptance of change of position or assignment, and 4 as a disciplinary measure, a total of 49 as compared with 43 for 1922, or a slight increase of 6 due to the increase of 8 in the number of appointments on account of economy, but a decrease of 2 in the number of appointments by reduction because of voluntary change of position or assignment and as a disciplinary measure.

There has been also a considerable decrease in the number of appointments by transfer, there being 412 appointments during the year as compared with 462 for the preceding year. The following table shows the comparison of number of appointments made through changes since 1913:

Year	Promotions	Reductions	Transfers	Total
1913.....	2, 675	23	232	2, 930
1914.....	2, 331	41	352	2, 724
1915.....	2, 628	21	275	2, 924
1916.....	1, 641	11	471	2, 123
1917.....	3, 469	29	700	4, 198
1918.....	5, 783	28	849	6, 660
1919.....	6, 701	36	885	7, 622
1920.....	7, 598	22	828	8, 448
1921.....	4, 755	59	629	5, 443
1922.....	2, 620	43	462	3, 125
1923.....	4, 402	49	412	4, 863

### APPOINTMENTS TO THE FEDERAL SERVICE

There were 20 appointments made in the Federal civil service in the Islands through certification of the Bureau of Civil Service, 16 of which were original (5 for Americans and 11 for Filipinos) and 4 for promotion, transfer, or reinstatement (2 for Americans and 2 for Filipinos).

The number of appointments made yearly since 1913 in the Federal civil service in the Islands upon certification of the Bureau may be found in the following table:

Year	Original		Promotion, transfer, or reinstatement		Total
	Americans	Filipinos	Americans	Filipinos	
1913	36	6	4	3	49
1914	5	9	14	1	29
1915	9	1		1	11
1916	4	1	6		11
1917	6		7		13
1918	14	2	8	1	25
1919	5	1	3	1	10
1920	10	8	1	1	20
1921	5	8	2	1	16
1922	2	6	2	2	12
1923	5	11	2	2	20

### PERSONNEL

On July 1, 1923, there were 562 Americans and 14,167 Filipinos regularly and permanently appointed in the Philippine civil service, or a total number of 14,729 persons which is 399 over the total number for July 1, 1922, when there were 604 Americans and 13,726 Filipinos in the service. It will be seen that there has been a decrease of 42 in the number of Americans but an increase of 441 in that of Filipinos.

The following table shows the increase or decrease in the personnel of different bureaus and offices on July 1, 1923, as compared with that for July 1, 1922:

*Table showing the increase or decrease in the number of employees in the Philippine Civil Service on July 1, 1922, and July 1, 1923*

Bureau or Office	Americans		Filipinos	
	Increase	Decrease	Increase	Decrease
<b>Legislative:</b>				
Philippine Senate			5	
House of Representatives			17	
Commission of Independence			6	
<b>Executive:</b>				
Office of the Governor-General	1			1
Bureau of Audits			5	
Bureau of Civil Service		1		3
Philippine Educational Agency		1		
Office of the Secretary of the Interior				2
Bureau of Non-Christian Tribes				4
Boards of Pharmaceutical, Medical, Dental, Optical, and Nurse Examiners				3
Executive Bureau				4
Philippine Constabulary		1	4	
Office of the Public Welfare Commissioner			8	
Metropolitan Water District		1	2	
Office of the Secretary of Public Instruction			1	
Bureau of Education		23	71	
Pension and Investment Board			3	
Philippine Health Service		1	37	



Table showing the increase or decrease in the number of employees in the Philippine Civil Service on July 1, 1922, and July 1, 1923—Continued

Bureau or Office	Americans		Filipinos	
	Increase	Decrease	Increase	Decrease
Executive—Continued				
Office of the Secretary of Finance				
Bureau of Customs				1
Bureau of Internal Revenue			6	
Bureau of the Treasury		1	3	
Bureau of Printing				12
Office of the Secretary of Justice			1	
Bureau of Justice				3
Public Utility Commission				1
General Land Registration Office				6
Philippine Library and Museum		1		4
Bureau of Prisons		2	6	
Office of the Secretary of Agriculture and Natural Resources				1
Bureau of Agriculture		1		15
Agricultural Colonies				2
Bureau of Forestry	2		26	
Bureau of Lands			20	
Bureau of Science		3		1
Weather Bureau		1	2	
Office of the Secretary of Commerce and Communications				
Bureau of Public Works		7	13	
Bureau of Posts		1	45	
Bureau of Commerce and Industry				17
Bureau of Labor				1
Bureau of Coast and Geodetic Survey			2	
Judicial:				
Supreme Court				1
Courts of First Instance			20	
Justices of the peace				19
Provincial service	3		116	
Municipal service of Manila:				
Office of the Mayor				1
Department of Finance			2	
Law department and courts			5	
Fire department	1		2	
Police department		5	29	
Department of city schools			95	
Department of engineering and public works	1		3	
Municipal service of Baguio			5	
Totals	8	50	* 560	101

\* Deduct 18 for persons counted more than once by reason of holding more than one position.

The total amount of salaries received by Americans on July 1, 1923, was ₱2,366,730 or an average salary of ₱4,211.26 per annum, as compared with ₱4,233.33 for the preceding year; while the total amount received by Filipinos was ₱17,267,475, or an average salary of ₱1,218.85 per annum, as compared with ₱1,193.82 for the preceding year.

The number of Americans and Filipinos in the different bureaus and offices and the salaries paid on July 1, 1922; a comparison of the number of employees and salaries in different branches of the service at the middle of the fiscal years indicated since 1913; and the number and salaries of Americans and Filipinos in the service since 1903, may be found in the appendix to this report.

### TEMPORARY EMPLOYMENT

The number and salaries of temporary employees since 1914, are shown in the appendix of this report.

It is interesting to note that the number of temporary employees has been considerably reduced during the last two years. This was due to the policy of the Government of reducing the expenses by suspending some of the less important activities.

In the Legislative branch there was an increase of 42 in the number of persons holding unclassified positions; in the Executive, a decrease of 25 in the number of persons holding clerical positions, and 647 in the number of those holding non-clerical and unclassified positions; in the Judicial, an increase of 4 holding clerical positions and 4 holding unclassified and non-clerical positions; in the Provincial Service, a decrease of 19 holding clerical positions and 2 holding unclassified and non-clerical positions; Municipal service (Manila and Baguio), a reduction of 4 holding clerical positions but an increase of 87 holding unclassified and non-clerical positions; or a net decrease of 560 persons in the entire service.

### SEPARATIONS

The number of officers and employees separated from the service during the year was 1,195 as compared with 1,482 for the preceding year, or a decrease of 287. Of the number of persons separated, 123 were Americans and 1,072, Filipinos. Of the Americans separated, 112 resigned voluntarily and 11, involuntarily. Of the cases of separation among Filipinos 811 were voluntary and 261, involuntary.

The following comparative table shows the number of separations of Americans and Filipinos during the last five years:

Year	Number of employees		Number of separations				Percentage of separations			
	Americans	Filipinos	Americans		Filipinos		Americans		Filipinos	
			Voluntary	Involuntary	Voluntary	Involuntary	Voluntary	Involuntary	Voluntary	Involuntary
1919.....	760	12,047	243	19	1,140	230	<i>P. ct.</i> 32	<i>P. ct.</i> 3	<i>P. ct.</i> 9	<i>P. ct.</i> 2
1920.....	582	12,561	223	36	1,559	265	38	6	12	2
1921.....	614	13,240	104	10	971	334	17	2	7	3
1922.....	604	13,726	117	22	953	390	19	4	7	3
1923.....	562	14,167	112	11	811	261	20	2	6	2

The number of separations during the year represents a turn-over of 8 per cent as compared with 13 per cent for the year 1919, or a decrease of 5 per cent.

The causes of involuntary separation were as follows: for cause, 133; death, 71; abolition of position, 52; forced resignations, 9; physical disability, 7. The following table will show the comparison of the number of involuntary separations during the last five years:

Causes	1919		1920		1921		1922		1923	
	Amer- icans	Filipi- nos	Amer- icans	Filipi- nos	Amer- icans	Filipi- nos	Amer- icans	Filipi- nos	Amer- icans	Filipi- nos
For cause.....	12	122	25	175	5	183	12	145	8	125
Death.....	7	89	7	72	3	85	7	67	8	68
Abolition of position or re- duction of force.....		1	2	13	2	58	2	66		52
Forced resignations.....		18	2	5		3		7		9
Physical disability.....						5	1	3		7
Expiration of term of office.....								102		
Total.....	19	230	36	265	10	334	22	390	11	261

#### LEAVE OF ABSENCE

On March 16, 1923, Act No. 3087 amending sections 276, 279, 284, and 285 of the Administrative Code was approved and took effect on the same date. The new law amends section 276 by allowing all officers or employees 24 days' accrued leave of absence with full pay for each year of service, instead of the former schedule.

Section 279 of the Administrative Code as amended now allows accrued leave to detectives and secret agents even if temporarily employed, messengers, and postmasters and operators of the Bureau of Posts.

Under section 284 of the Administrative Code as amended, all officers and employees entitled to accrued leave may now be granted 18 days' vacation leave, instead of the former schedule of 21 days and 28 days. Section 285 of the Administrative Code was amended by repealing the last three paragraphs thereof.

The following figures show the number of applications for leave (excluding those of judges) which were acted upon by the Bureau of Civil Service during the last six years: 1918—36,701; 1919—40,610; 1920—44,212; 1921—47,725; 1922—52,271; and 1923—54,505. The ever increasing number of ap-

plications received may be attributed to the natural growth of the service.

The recent changes in the Leave Law have added no meager amount to the work of the Bureau, the said changes considerably increasing the number of accrued-leave-earning employees. The other immediate effect of these changes is that the work has become more complicated; for although the Leave Law as amended is operative, the former law still rules in the case of services prior to March 16, 1923, the date on which Act No. 3087 went into effect. On many occasions the application of both the old and the revised Leave Law is necessary in a single instance. The work has thereby been rendered more complicated than heretofore.

#### RETIREMENT

Eighteen Americans and 23 Filipinos, or a total of 41 persons were retired during the year under the provisions of Act No. 2589. The liability of the Government on account of retirement authorized during the year is ₱115,315.06. This amount added to the liability of ₱4,205,871.39 incurred since the enactment of the Retirement Law in 1916 up to December 31, 1922, gives a total liability of ₱4,321,186.45, of which ₱4,070,518.07 had been paid up to December 31, 1923.

The amount paid during 1923 was ₱245,355.33 as compared with ₱397,886.44 for 1922.

A detailed statement of the operation of the Retirement Act since its passage may be found in the following table:

Year	Number retired		Total salaries		Gratuities			
	Americans	Filipinos	Americans	Filipinos	Americans		Filipinos	
					Total	Average	Total	Average
1916 .....	298	61	₱1,175,213.00	₱71,124.00	₱1,053,357.00	₱3,534.76	₱66,022.00	₱1,082.33
1917 .....	187	28	847,117.80	40,650.80	769,239.19	4,113.58	39,899.60	1,424.99
1918 .....	153	31	672,898.00	29,722.00	643,020.40	4,202.75	29,243.20	943.33
1919 .....	155	40	615,366.80	44,261.00	536,640.80	3,492.20	41,762.00	1,044.05
1920 .....	120	52	529,046.00	82,101.25	472,666.15	3,938.88	84,083.25	1,616.99
1921 .....	28	46	165,700.00	88,384.05	162,278.00	5,795.84	88,438.05	1,922.57
1922 .....	32	31	184,238.00	45,807.75	175,090.00	5,471.88	44,131.75	1,423.60
1923 .....	18	23	85,040.00	36,095.55	79,676.00	4,426.44	35,639.06	1,549.52
Total .....	991	312	4,274,619.60	438,146.40	3,891,967.54	3,927.31	429,218.91	1,375.70

In connection with requests for assignment of retirement gratuities, it may be stated that the Teachers' Pension and Investment Board has accepted the assignment of the gratuities of the retired employees at the same discount as that of the Postal Savings Bank.

## FINANCIAL STATEMENT

Following is the financial statement of the Bureau for the year 1923:

Purpose	Expend- iture	Appro- priation	Saving	Deficit
Salaries and wages.....	₱78,244.38	₱86,830.00	₱8,585.62	-----
Contingent expenses:				
Traveling expenses of personnel.....	644.77	1,400.00	755.23	-----
Freight, express, and delivery service.....	83.84	120.00	36.16	-----
Postal, telegraph, telephone, and cable service.....	2,344.63	2,460.00	115.37	-----
Illumination and power service.....	721.36	1,200.00	478.64	-----
Other services.....	170.44	300.00	128.56	-----
Rental of buildings and grounds.....	9,914.75	9,915.00	.25	-----
Consumption of supplies and materials.....	4,790.54	6,500.00	1,709.46	-----
Printing and binding reports, documents, and publications.....	1,028.25	1,595.00	566.75	-----
Repair of plant and equipment.....	200.00	150.00	-----	" 50.00
Total for contingent expenses.....	19,898.58	23,640.00	3,791.42	50.00
Furniture and equipment.....	143.15	-----	-----	-----
Grand total.....	98,286.11	-----	-----	50.00

<sup>a</sup> Covered by transfer of fund as provided by section 2 of Act No. 3060.

The appropriation of the Bureau of Civil Service for salaries and wages for the year 1923, was ₱86,830, and for contingent expenses ₱23,640, or a total of ₱110,470, of which amount ₱78,244.38 was expended for salaries and wages and ₱19,898.58 for contingent expenses, leaving an unexpended balance of ₱12,327.04. This amount and the income of the Bureau during the year amounting to ₱173.59, make a total of ₱12,500.63 which reverted to the Insular Treasury on December 31, 1923.

The amount of ₱143.15 was expended for furniture and equipment purchased by the Bureau during the year, which amount was charged to the lump sum appropriated for distribution by the Emergency Board for the purchase of furniture and equipment for departments and bureaus.

## PERSONNEL OF THE BUREAU

On March 31, 1923, Mr. Herbert O. Field, chief examiner, resigned and was succeeded by Mr. Amado del Rosario, former assistant chief examiner. The latter's position was filled by Mr. Mateo F. Occeña on May 16, 1923, when he returned to duty from leave of absence spent in the United States.

The work of Mr. Field was of a high order, and it is regretted that he could not be retained in the service in view of his desire to reënter commercial life.

During the year, one examiner, one junior examiner, and four messengers transferred to other bureaus and offices and six clerks resigned.

## SUMMARY

The year under review has been characterized by an increased interest on the part of applicants for employment in the government service. But while no difficulty is experienced in securing eligibles for ordinary clerical positions, the demand for men with special or technical qualifications is, as usual, hard to supply. Lack of inducement in the industrial and commercial field, and the succession of calamities which has rendered the lot of the independent producer far from being enviable, have, no doubt, contributed to this excessive fondness for clerical employment and the inclination, too often observed, on the part of our young men to leave their homes and farms in the provinces for the more alluring life of the cities.

Constructive work in the way of modernizing some of the examinations has been accomplished; civil service forms have been improved and new ones devised; and revised manuals of information and instructions to local examining committees have been issued. There has been noted, on the whole, a substantial compliance with the Civil Service Law and Rules, although some appointing officials have shown a regrettable tendency to overlook the authority of this Office in the matter of temporary employment.

Respectfully submitted,



*Director*

To His Excellency  
The GOVERNOR-GENERAL  
*Manila, P. I.*

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## APPENDIX

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TABLE A.—Results of educational examinations in English taken by Filipinos during the year 1923

Kind of examination	For original appointment						For promotion or transfer						Total					
	Number examined		Number passed		Per cent passed		Number examined		Number passed		Per cent passed		Number examined		Number passed		Per cent passed	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1. Agent, Internal Revenue.							7		2		29		7		2		29	
2. Agent's assistant, Internal Revenue.	19		1		5		9						28		1		4	
3. Agricultural assistant.	21		14		67		5		1		20		26		15		58	
4. Agricultural assistant, junior	11		6		55								11		6		55	
5. Analyst.	1		1		100								1		1		100	
6. Apprentice.	110		33		30		3		3		100		113		36		32	
7. Assistant agriculturist							2						2					
8. Assistant agronomist.							3						3					
9. Assistant animal husbandman	1						1						1					
10. Assistant entomologist.	3		3		100		3						3		3		100	
11. Bookkeeper.	7		2		29		55		10		18		62		12		19	
12. Bookkeeper, junior	188	3	26		14		61		14		23		249	3	40		16	
13. Cadet (U. S. Military Academy)	14		1		7								14		1		7	
14. Chemist, inorganic	4		4		100		2		1		50		6		5		83	
15. Chemist, junior.	3	1	2	1	67	100	1						4	1	2	1	50	100
16. Clerk of court	13		2		15		53		11		21		66		13		20	
17. Commercial agent	2		1		50								2		1		50	
18. Computer (Coast and Geodetic Survey)	1		1		100								1		1		100	
19. Computer, junior.	107		39		36		1		1		100		108		40		37	
20. Dentist	2		1		50								2		1		50	
21. Division superintendent of schools							16		5		31		16		5		31	
22. Draftsman, architectural	2		1		50								2		1		50	
23. Draftsman, assistant architectural	2						7						9					
24. Draftsman, assistant topographical	2		1		50		25		20		80		27		21		78	
25. Draftsman, junior architectural	7		2		29								7		2		29	
26. Draftsman, junior topographical	44		16		36								44		16		36	
27. Engineer, assistant civil	22		10		45		2						24		10		42	
28. Engineer, civil	9		1		11		10		2		20		19		3		16	
29. Engineer, mining and metallurgist.							1		1		100		1		1		100	
30. Fireman, second class	39		14		36		3						42		14		33	
31. First grade	243	4	34		14		575	1	74	1	13	100	818	5	108	1	13	20
32. First grade (Federal service)	9		2		22								9		2		22	
33. Geologist	1		1		100								1		1		100	
34. Hydrographer							1						1					
35. Hydrographer, assistant							7		1		14		7		1		14	
36. Hydrographer, junior	5						6						11					
37. Inspector, assistant building	17						5		1		20		22		1		5	
38. Inspector, assistant fiber	3						5		3		60		8		3		38	
39. Inspector, junior assistant fiber	4						2						6					
40. Inspector, assistant plant.	1		1		100		2						3		1		33	
41. Inspector, assistant sanitary.	456		67		15		4						460		67		15	
42. Inspector, building	15						4						19					
43. Inspector, junior plant	13												13					
44. Inspector, medical							5	1	5	1	100	100	5	1	5	1	100	100
45. Inspector, plant	4		1		25								4		1		25	
46. Inspector, post-office							44		13		30		44		13		30	
47. Inspector, public lands	2		1		50								2		1		50	
48. Inspector, sanitary (promotion)	9		7		78		35		10		29		44		17		39	
49. Inspector, senior medical.							6		6		100		6		6		100	
50. Instructor, junior playground	44		7		16								44		7		16	
51. Law clerk	14	1	4		29		32		10		31		46	1	14		30	
52. Medical officer	4		4		100								4		4		100	
53. Messenger	342		140		41								342		140		41	
54. Midshipman (U. S. Naval Academy)	1												1					
55. Midwife		1		1		100								1		1		100
56. Money counter	6		5		83		3		3		100		9		8		89	
57. Nurse.	3	7	3	7	100	100							3	7	3	7	100	100
58. Patrolman, third class	77		60		78		4		4		100		81		64		79	
59. Pharmacist.	2		1		50								2		1		50	
60. Prison guard, fourth class	66		19		29								66		19		29	
61. Prison guard promotional							8		7		88		8		7		88	
62. Second grade.	1,943	61	339	11	17	18	533	17	64		12		2,476	78	403	11	16	14
63. Stenographer	15	2	3	1	20	50	47	8	13		28		62	10	16	1	26	10
64. Stenographer (Federal service)	1												1					
65. Stenographer, junior	161	23	24	7	15	25	61	2	15	1	25	50	222	30	39	8	18	27
66. Storekeeper (medical supplies)	2		1		50								2					
67. Storekeeper (signal supplies)	1												1					
68. Surgeon	4		4		100								4		4		100	
69. Surgeon senior	1		1		100								1		1		100	
70. Surveyor, assistant.							5		5		100		6		6		100	
71. Surveyor, junior.							39		29		74		39		29		74	
72. Teacher.	110		24		22		10		2		20		120		26		22	
73. Teacher, junior	19	3	5		26		114	18	17	3	15	17	133	21	22	3	22	
74. Teacher promotional, junior	742	148	158	22	21	15	13		2		15		755	148	160	22	21	15
75. Teacher of agriculture	83	31	37	8	45	26	1		1		100		84	31	38	8	45	26
76. Teacher of agriculture, junior	23		13		57		16		10		63		39		23		59	
77. Teacher of domestic science, junior	161		47		29		2		1		50		163		48		29	
78. Teacher of ironworking, junior		152		28		18								152		28		18
79. Teacher of woodworking, junior	14		2		14		1						15		2		14	
80. Third grade	1,586	151	602	48	38	32	6		4		67		1,592	151	606	48	38	32
81. Translator	6		1		17		8		1		13		14		2		14	
82. Translator, junior	13		4		31		5		2		40		18		6		33	
83. Treasurer, assistant provincial.	3		1		33		104		42		40		107		43		40	
84. Treasurer, municipal	103		23		22		76	1	35	1	46	100	179		58	1	32	100
85. Typist	5	1	2		40		41		21		51		46	1	23		50	
86. Typist, junior.	211	11	45	4	21	36	119	6	38	1	32	17	330	17	83	5	25	29
87. Veterinarian	24		6		25								24		6		25	
Total	7,270	605	1,885	138	26	23	2,216	54	510	8	23	15	9,486	659	2,395	146	25	22
1917	7,678		1,894		25		1,877		381		20		9,355		2,275		24	
1918	9,203		2,307		25		2,496		539		22		11,699		2,846		24	
1919	8,871		1,810		20		2,690		427		16		11,561		2,237		19	
1920	10,576		2,148		20		3,949		640		16		14,525		2,788		19	
1921	7,570		1,576		21		2,440		464		19		10,010		2,040		20	
1922	6,410		1,721		27		2,376		555		23		8,786		2,276		26	
1923	7,875		2,023		26		2,270		518		23		10,145		2,541		25	



TABLE B.—Results of the examinations in English taken by Americans during the year 1923

Kind of examination (Educational)	For original appointment			For transfer or promotion			Total		
	E x a m- ined	Passed	Per cent passed	E x a m- ined	Passed	Per cent passed	E x a m- ined	Passed	Per cent passed
1. Division superintendent of schools	2	2	100	9	9	100	11	11	100
2. First grade (Federal service)	15	5	33				15	5	33
3. Patrolman, first class	8	4	50				8	4	50
4. Stenographer	2	2	100				2	2	100
5. Stenographer (Federal service)	3	3	100				3	3	100
6. Storekeeper (medical supplies)	5	4	80				5	4	80
7. Surveyor, assistant	1						1		
8. Teacher	5	4	80				5	4	80
Total	41	24	59	9	9	100	50	33	66
1917	120	81	68	10	9	90	130	90	89
1918	52	38	73	14	9	64	66	47	71
1919	34	21	62	2	2	100	36	23	64
1920	59	25	42	9	4	44	68	29	43
1921	46	27	59	6	3	50	52	30	58
1922	21	13	62	14	9	64	35	22	63
1923	41	24	59	9	9	100	50	33	66

TABLE C.—Results of the examinations in Spanish taken by Filipinos during the year 1923

Kind of examination (Educational)	For original appointment			For promotion or transfer			Total		
	E x a m- ined	Passed	Per cent passed	E x a m- ined	Passed	Per cent passed	E x a m- ined	Passed	Per cent passed
1. Agent's assistant, Internal Revenue	2						2		
2. Clerk of court	19	2	11	23	1	4	42	3	7
3. Computer, junior	2	1	50				2	1	50
4. Draftsman, assistant topographical				3	2	67	3	2	67
5. Draftsman, junior architectural	1	1	100				1	1	100
6. First grade	2			9	4	44	11	4	36
7. Inspector, assistant sanitary	36	5	14				36	5	14
8. Inspector, assistant building	5						5		
9. Inspector, building	5	1	20				5	1	20
10. Inspector, public lands	1	1	100				1	1	100
11. Inspector, (promotion) sanitary				4	2	50	4	2	50
12. Inspector, senior medical				1	1	100	1	1	100
13. Law clerk	12						12		
14. Money counter	4	2	50				4	2	50
15. Patrolman, third class	6	1	17				6	1	17
16. Prison guard, fourth class	5	3	60				5	3	60
17. Second grade	84	16	19	43	7	16	127	23	18
18. Stenographer	8	5	63	18	7	39	26	12	46
19. Stenographer, junior	29	6	21	7			36	6	17
20. Surgeon	4						4		
21. Surgeon, senior				5	5	100	5	5	100
22. Translator, junior	3						3		
23. Treasurer, municipal	6			2	2	100	8	2	25
Total	234	44	19	115	31	27	349	75	21
1917	879	116	13	273	55	20	1,152	171	15
1918	266	61	23	208	55	26	474	116	24
1919	231	34	15	162	35	21	393	69	18
1920	258	63	24	138	56	40	396	119	30
1921	206	37	18	90	29	32	296	66	22
1922	200	36	18	78	14	18	278	50	18
1923	234	44	19	115	31	27	349	75	21

TABLE D.—Summary of educational examinations held during de year 1923

Tables	For original appointment			For promotion or transfer			Total		
	Ex a m- ined	Passed	Per cent passed	Ex a m- ined	Passed	Per cent passed	Ex a m- ined	Passed	Per cent passed
Filipinos (English)—A.....	7,875	2,023	26	2,270	518	23	10,145	2,541	25
Americans (English)—B.....	41	24	59	9	9	100	50	33	66
Filipinos (Spanish)—C.....	234	44	19	115	31	27	349	75	21
Total.....	8,150	2,091	26	2,394	558	23	10,544	2,649	25
Year ended September 30—									
1901.....	1,762	841	48	58	41	31	1,820	882	48
1902.....	3,339	1,710	51	590	334	57	3,929	2,044	52
1903.....	4,263	2,461	56	953	475	50	5,216	2,936	56
Nine months ended June 30—									
1904.....	4,161	1,847	44	1,293	637	49	5,454	2,484	46
Year ended June 30—									
1905.....	6,541	2,438	37	1,199	442	37	7,740	2,880	37
1906.....	4,210	1,367	33	806	248	31	5,016	1,615	32
1907.....	4,881	1,408	28	702	225	32	5,583	1,628	29
1908.....	5,543	1,970	36	655	205	31	6,198	2,175	35
1909.....	5,175	1,243	24	523	88	17	5,702	1,331	23
1910.....	5,872	1,734	30	547	113	21	6,419	1,847	29
1911.....	6,165	1,652	25	671	115	17	6,836	1,667	24
1912.....	6,400	1,897	30	847	169	20	7,247	2,066	29
1913.....	8,038	2,009	25	1,071	158	15	9,109	2,167	24
Half year ended December 31—									
1913.....	4,361	777	18	704	155	22	5,065	932	18
Year ended December 31—									
1914.....	5,737	1,508	26	951	213	22	6,688	1,721	26
1915.....	8,464	2,309	27	1,133	219	19	9,597	2,528	26
1916.....	9,737	2,771	28	1,572	286	18	11,309	3,057	27
1917.....	8,677	2,091	24	2,160	445	21	10,837	2,536	23
1918.....	9,521	2,406	25	2,718	603	22	12,239	3,009	25
1919.....	9,136	1,865	20	2,854	464	16	11,990	2,329	19
1920.....	10,893	2,236	20	4,096	700	17	14,989	2,936	20
1921.....	7,822	1,640	21	2,536	496	20	10,358	2,136	21
1922.....	6,631	1,770	27	2,468	578	23	9,099	2,348	26
1923.....	8,150	2,091	26	2,394	558	23	10,544	2,649	25

TABLE E.—Results of non-educational examinations held during the year 1923

Kind of examination	For original appointment			For promotion or transfer			Total		
	Ex a m- ined	Passed	Per cent passed	Ex a m- ined	Passed	Per cent passed	Ex a m- ined	Passed	Per cent passed
1. Assistant engineer.....	1	1	100	-----	-----	-----	1	1	100
2. Assistant lithographic drafts- man.....	2	2	100	-----	-----	-----	2	2	100
3. Chief engineer.....	1	1	100	-----	-----	-----	1	1	100
4. Chief, public lands.....	1	1	100	-----	-----	-----	1	1	100
5. Chief, telephone lineman.....	1	1	100	-----	-----	-----	1	1	100
6. Deputy provincial governor.....	1	1	100	-----	-----	-----	1	1	100
7. Entomologist.....	1	1	100	-----	-----	-----	1	1	100
8. First class fireman.....	1	1	100	-----	-----	-----	1	1	100
9. Junior assistant engineer.....	1	1	100	-----	-----	-----	1	1	100
10. Junior preparator.....	1	1	100	-----	-----	-----	1	1	100
11. Junior preparator (in bacteri- ology).....	10	8	80	-----	-----	-----	10	8	80
12. Junior preparator (in chem- istry).....	7	6	86	-----	-----	-----	7	6	86
13. Lighthousekeeper.....	2	2	100	-----	-----	-----	2	2	100
14. Lightkeeper.....	2	2	100	-----	-----	-----	2	2	100
15. Lineman.....	1	1	100	-----	-----	-----	1	1	100
16. Machinist.....	1	1	100	-----	-----	-----	1	1	100
17. Navigator.....	2	2	100	-----	-----	-----	2	2	100
18. Playground director.....	3	2	67	-----	-----	-----	3	2	67
19. Radio operator.....	1	1	100	-----	-----	-----	1	1	100
20. Superintendent (Dept. A).....	1	1	100	-----	-----	-----	1	1	100
21. Superintendent (provincial power plant).....	1	1	100	-----	-----	-----	1	1	100
22. Telephone inspector.....	1	1	100	-----	-----	-----	1	1	100
23. Well driller.....	1	1	100	-----	-----	-----	1	1	100
Total.....	44	40	91	-----	-----	-----	44	40	91

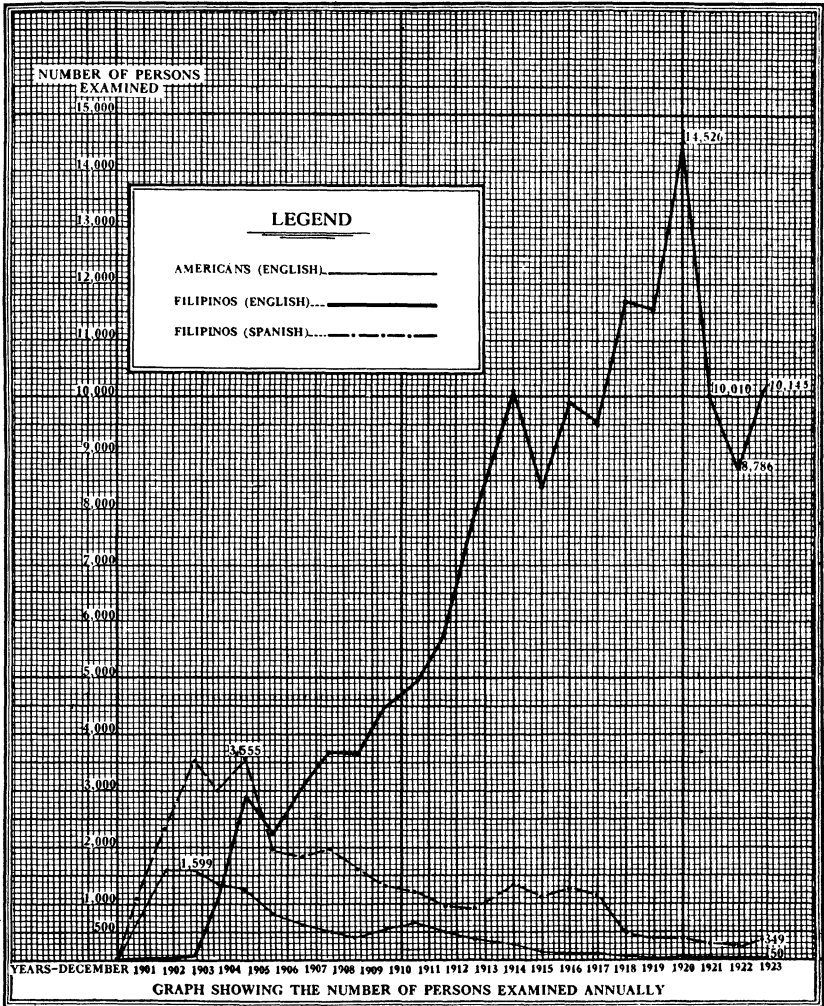


TABLE. 1.—*Appointments in the Philippine civil service from January 1 to December 31, 1923*

	In the United States			Original, in the Philippine Islands			Total
	Original	Transfer	Reinstate-ment	Amer-icans	Filipinos English reg-isters	Spanish reg-isters	
Agent, commercial					1		1
Agricultural assistant					21		21
Agricultural assistant, junior					1		1
Analyst					1		1
Bookkeeper					1		1
Bookkeeper, junior					7		7
Chemist	2			1			3
Chief lineman					1	1	2
Clerk:							
First grade					38		38
Second grade					135	7	142
Third grade					143		143
Clerk-carrier					10		10
Clerk of court						1	1
Computer					1		1
Computer, junior					15	1	16
Dentist					1		1
Deputy provincial governor					1		1
Division superintendent				2			2
Draftsman:							
Architectural, junior					3	1	4
Lithographic, assistant					1	1	2
Topographical, assistant					1		1
Topographical, junior					14		14
Engineer:							
Assistant civil					15		15
Mechanic, assistant					1		1
Entomologist				1			1
Entomologist, assistant					1		1
Fireman:							
First class				1			1
Second class					13	1	14
Guard:							
Customs (third grade)					4		4
Fourth class prison					18	3	21
Hydrographer					1		1
Inspector:							
Building						1	1
Fiber, assistant					1		1
Livestock					1		1
Plant					1		1
Sanitary					10		10
Sanitary, assistant					40	3	43
Law clerk					1		1
Library assistant, junior					1		1
Lightkeeper					4		4
Machinist					2		2
Maintenance capataz					1		1
Matron					1		1
Messenger					67		67
Midwife					1		1
Money-counter					1		1
Nautical instructor				1	1		2
Nurse:							
Social service					1		1
Trained					9		9
Training school graduate					45		45
Observer, second class					1		1
Operator:							
Telegraph					2		2
Telephone					5		5
Patrolman:							
First class			1	3			4
Third class					67	2	69
Patron					1		1
Pharmacist					1		1
Photographer, assistant					1		1
Playground instructor, junior					3		3
Postal clerk					8		8
Ranger (forest-school graduates)					22		22
Stenographer						2	2
Stenographer, junior					20	5	25
Superintendent department "A"					1		1

TABLE 1.—*Appointments in the Philippine civil service from January 1 to December 31, 1923—Continued.*

	In the United States			Original, in the Philippine Islands			Total
	Original	Transfer	Reinstatement	Americans	Filipinos English registers	Spanish registers	
Surveyor, junior.....					16		16
Teacher.....	* 85		3	2	4		94
Teacher:							
Agriculture.....					12		12
Agriculture, junior.....					6		6
Domestic science, junior.....					7		7
Junior.....					46		46
Junior, promotional.....					11		11
Junior (college of education graduates).....					41		41
Junior (normal school graduates).....					95		95
Woodworking, junior.....					6		6
Woodworking, junior (trade school graduates).....					6		6
Telephone inspector.....				1			1
Treasurer, municipal.....					9	1	10
Treasurer, municipal:							
First grade.....					1		1
Second grade.....					21	3	24
Third grade.....					48		48
Bookkeeper, junior.....					1		1
Typist, junior.....					9		9
Veterinarian.....					3		3
Well driller.....					1		1
Totals.....	87		4	12	1,112	33	1,248

\* Nine of these teachers are Filipinos.

TABLE 2.—*Appointments made in the Federal civil service in the Philippine Islands during the year ended December 31, 1923, upon certification of the Bureau of Civil Service*

Position	Number of—	
	Americans	Filipinos
Original:		
Clerk—		
First grade.....	2	2
Second grade.....		2
Medical officer.....		4
Stenographer.....	2	
Junior stenographer.....		1
Junior typist.....		1
Messenger.....	1	1
Total original.....	5	11
By reinstatement and transfer.....	2	2
Grand total.....	7	13

**TABLE 3.—Americans and Filipinos in the Philippine civil service on July 1, 1923, and the salaries paid <sup>a</sup>**

Bureau or Office	Number of—		Salaries of—	
	Amer- icans	Fili- pinos	Amer- icans	Filipinos
<b>Legislative: <sup>b</sup></b>				
Philippine Senate		126		P289,390
House of Representatives		225		475,766
Philippine Commission of Independence		6		29,520
<b>Executive:</b>				
Office of the Governor-General	12	37	P103,625	49,908
Bureau of Audits	1	190	12,000	312,280
Bureau of Civil Service		62		76,000
Office of the Secretary of the Interior		7		25,480
Bureau of Non-Christian Tribes		24		55,580
Philippine General Hospital		171		150,440
Board of Medical, Pharmaceutical, Dental, Optical, and Nurse Examiners		9		11,860
Executive Bureau	1	101	8,000	144,272
Philippine Constabulary	21	446	102,185	1,043,367
Office of the Public Welfare Commissioner		81		111,320
Metropolitan Water District	2	46	16,500	81,440
Office of the Secretary of Public Instruction		7		19,780
Bureau of Education	343	1,525	1,262,400	1,895,260
Pension and Investment Board		3		2,400
Philippine Health Service	11	416	44,200	543,992
Office of the Secretary of Finance		6		31,000
Bureau of Customs	3	462	13,200	515,148
Bureau of Internal Revenue	4	245	17,500	314,328
Bureau of the Treasury	2	50	32,000	96,880
Bureau of Printing	1	309	2,600	325,930
Office of the Secretary of Justice		6		28,540
Bureau of Justice		40		100,260
Public Utility Commission		8		17,720
General Land Registration Office		117		109,248
Philippine Library and Museum	1	82	3,200	99,360
Bureau of Prisons	7	110	19,700	116,140
Office of the Secretary of Agriculture and Natural Resources		9		36,780
Bureau of Agriculture	9	266	46,900	368,900
Agricultural Colonies		1		1,440
Bureau of Forestry	7	243	42,100	272,800
Bureau of Lands	7	550	27,600	569,280
Bureau of Science	11	76	73,200	149,220
Weather Bureau	1	207	180	127,460
Office of the Secretary of Commerce and Communications		4		27,100
Bureau of Public Works	26	548	176,180	789,827
Bureau of Posts	4	1,914	14,600	1,260,664
Bureau of Supply		118		165,272
Bureau of Commerce and Industry		234		321,664
Bureau of Labor		59		73,732
Bureau of Coast and Geodetic Survey	3	32	7,300	41,460
<b>Judicial:</b>				
Supreme Court	6	51	78,200	145,100
Courts of First Instance	4	279	29,200	595,112
Justices of the peace	2	717	1,200	537,915
Provincial service	10	2,790	41,140	2,674,444
<b>Municipal service of Manila:</b>				
Municipal Board		21		51,750
Office of the Mayor		20		43,220
Department of Finance		92		103,636
Department of Assessment		26		39,420
Law department and courts		71		131,748
Fire department	13	139	39,980	163,100
Police department	43	625	118,420	741,800
Department of city schools		520		581,862
Department of engineering and public works	8	87	28,520	138,940
Municipal service of Baguio	3	52	4,900	41,720
<b>Total</b>	<b>566</b>	<b>14,668</b>	<b>2,366,730</b>	<b>17,267,475</b>

<sup>a</sup> The following employees are not included: Temporary and emergency employees; enlisted men of the Philippine Constabulary; and persons compensated by fees only.

<sup>b</sup> Deduct 4 Americans and 501 Filipinos for persons counted more than once by reason of holding more than one position.



TABLE 4.—Comparison of number of employees and salaries in different branches of Philippine civil service on January 1, 1913; January 1, 1914; July 1, 1914; July 1, 1915; July 1, 1916; July 1, 1917; July 1, 1918; July 1, 1919; July 1, 1920; July 1, 1921; July 1, 1922; and July 1, 1923.

## LEGISLATIVE

	Number of			Salaries paid			Average salaries		
	Amer- icans	Filipi- nos	Total	Amer- icans	Filipi- nos	Total	Amer- icans	Filipi- nos	Total
				Pesos	Pesos	Pesos	Pesos	Pesos	Pesos
January 1, 1913	4	86	90	41,000	163,816	204,816	10,250.00	1,904.84	2,275.73
January 1, 1914	5	92	97	46,000	186,524	232,524	9,200.00	2,027.42	2,397.15
July 1, 1914	5	96	101	42,000	185,828	227,828	8,400.00	1,935.71	2,265.72
July 1, 1915	6	99	105	46,000	203,684	249,684	7,666.67	2,057.41	2,377.94
July 1, 1916	6	88	94	41,500	163,584	205,084	6,916.67	1,858.91	2,181.72
July 1, 1917		129	129		179,444	179,444		1,391.04	1,391.04
July 1, 1918		254	254		572,228	572,228		2,252.87	2,252.87
July 1, 1919		271	271		598,900	598,900		2,209.96	2,209.96
July 1, 1920		295	295		639,748	639,748		2,168.63	2,168.63
July 1, 1921		302	302		667,180	667,180		2,209.20	2,209.20
July 1, 1922		329	329		701,306	701,306		2,131.63	2,131.63
July 1, 1923		357	357		794,676	794,676		2,225.98	2,225.98

## EXECUTIVE

January 1, 1913	2,229	3,478	5,707	7,801,602	3,015,294	10,816,896	3,500.05	866.96	1,895.37
January 1, 1914	2,024	3,789	5,813	7,253,622	3,578,541	10,832,163	3,585.81	944.46	1,863.44
July 1, 1914	1,767	4,004	5,771	6,362,819	3,701,005	10,063,824	3,600.92	924.33	1,743.66
July 1, 1915	1,686	4,308	5,994	5,875,964	4,217,635	10,093,599	3,704.90	979.02	1,712.52
July 1, 1916	1,417	4,789	6,206	5,232,230	4,681,473	9,913,703	3,699.53	977.55	1,597.44
July 1, 1917	1,073	5,399	6,472	3,977,767	5,462,814	9,440,581	3,707.15	1,011.82	1,458.68
July 1, 1918	765	6,080	6,845	2,997,247	6,568,594	9,565,841	3,897.59	1,080.36	1,397.49
July 1, 1919	627	7,005	7,632	2,475,104	7,861,214	10,336,318	3,947.53	1,122.23	1,354.34
July 1, 1920	494	7,397	7,891	2,028,344	8,748,545	10,776,889	4,105.95	1,113.89	1,290.95
July 1, 1921	534	7,736	8,270	2,245,879	9,561,177	11,807,056	4,205.76	1,235.93	1,427.69
July 1, 1922	518	8,056	8,574	2,217,761	9,976,687	12,194,448	4,281.39	1,238.42	1,422.26
July 1, 1923	476	8,336	8,812	2,025,170	10,483,532	12,508,702	4,254.55	1,257.62	1,419.50

## JUDICIAL

January 1, 1913	48	944	992	341,100	963,683	1,304,783	7,106.25	1,020.85	1,315.30
January 1, 1914	43	950	993	313,400	956,223	1,269,623	7,288.37	1,006.55	1,278.57
July 1, 1914	50	977	1,027	326,700	1,036,530	1,363,230	6,534.00	1,060.93	1,327.39
July 1, 1915	49	1,033	1,082	321,300	1,058,982	1,380,282	6,557.14	1,025.15	1,275.68
July 1, 1916	45	1,044	1,089	288,900	1,092,426	1,381,326	6,420.00	1,046.39	1,268.44
July 1, 1917	26	1,118	1,144	164,700	1,122,014	1,286,714	6,334.62	1,003.59	1,124.75
July 1, 1918	19	1,140	1,159	162,600	1,190,490	1,353,090	8,557.89	1,044.29	1,167.46
July 1, 1919	17	1,136	1,153	144,400	1,204,022	1,348,422	8,494.12	1,059.88	1,160.82
July 1, 1920	13	1,158	1,171	114,600	1,262,754	1,377,354	8,815.38	1,090.37	1,176.22
July 1, 1921	9	1,158	1,167	75,400	1,249,722	1,325,122	8,377.77	1,079.20	1,135.49
July 1, 1922	12	1,169	1,181	108,600	1,322,022	1,430,622	9,050.00	1,130.90	1,211.36
July 1, 1923	12	1,047	1,059	108,600	1,278,127	1,386,727	9,050.00	1,220.75	1,309.46

## PROVINCIAL

January 1, 1913	74	1,222	1,296	320,288	1,097,123	1,417,411	4,328.22	897.81	1,093.68
January 1, 1914	81	1,301	1,382	355,588	1,160,954	1,516,542	4,389.98	892.36	1,097.35
July 1, 1914	75	1,488	1,563	340,100	1,350,180	1,590,280	4,534.67	907.38	1,081.43
July 1, 1915	66	1,667	1,733	293,736	1,553,577	1,847,313	4,450.55	931.96	1,065.96
July 1, 1916	57	2,000	2,057	259,036	1,722,005	1,981,041	4,544.49	861.00	963.07
July 1, 1917	47	2,274	2,321	122,480	1,951,461	2,163,941	4,520.85	858.16	982.33
July 1, 1918	45	2,309	2,354	199,200	2,027,277	2,226,477	4,426.67	877.99	945.83
July 1, 1919	13	2,366	2,379	80,000	2,080,872	2,160,872	6,153.85	879.49	908.31
July 1, 1920	5	2,473	2,478	36,600	2,304,937	2,341,537	7,320.00	1,143.34	1,158.60
July 1, 1921	8	2,634	2,642	39,500	2,587,201	2,626,701	4,937.50	982.23	994.20
July 1, 1922	6	2,663	2,669	36,700	2,695,829	2,632,529	6,116.67	974.78	986.34
July 1, 1923	9	2,778	2,787	41,140	2,674,444	2,715,584	4,571.11	962.72	974.37

TABLE 4.—Comparison of number of employees and salaries in different branches of Philippine civil service on January 1, 1913; January 1, 1914; July 1, 1914; July 1, 1915; July 1, 1916; July 1, 1917; July 1, 1918; July 1, 1919; July 1, 1920; July 1, 1921; July 1, 1922; and July 1, 1923—Continued.

## MUNICIPAL (MANILA AND BAGUIO)

	Number of			Salaries paid			Average salaries		
	Amer- icans	Filipi- nos	Total	Amer- icans	Filipi- nos	Total	Amer- icans	Filipi- nos	Total
January 1, 1913	268	633	901	740, 652	591, 456	1, 332, 108	2, 763. 63	934. 37	1, 478. 48
January 1, 1914	277	659	936	754, 792	633, 098	1, 387, 890	2, 724. 88	960. 69	1, 482. 79
July 1, 1914	251	718	969	686, 422	683, 736	1, 370, 158	2, 734. 75	952. 28	1, 413. 99
July 1, 1915	228	774	1, 002	619, 580	753, 862	1, 373, 442	2, 717. 46	973. 98	1, 370. 70
July 1, 1916	205	804	1, 009	555, 162	768, 996	1, 324, 158	2, 708. 11	956. 46	1, 312. 35
July 1, 1917	164	939	1, 103	448, 669	845, 722	1, 294, 391	2, 735. 79	900. 66	1, 173. 52
July 1, 1918	119	1, 083	1, 202	350, 915	1, 015, 782	1, 366, 697	2, 948. 87	937. 93	1, 37. 02
July 1, 1919	103	1, 269	1, 372	305, 859	1, 292, 096	1, 597, 955	2, 969. 50	1, 018. 13	1, 267. 10
July 1, 1920	70	1, 238	1, 308	192, 772	1, 341, 018	1, 533, 790	2, 753. 88	1, 083. 21	1, 172. 61
July 1, 1921	63	1, 410	1, 473	184, 772	1, 684, 666	1, 869, 438	2, 932. 88	1, 194. 79	1, 269. 13
July 1, 1922	68	1, 509	1, 577	193, 872	1, 790, 506	1, 984, 378	2, 851. 06	1, 186. 55	1, 258. 32
July 1, 1923	65	1, 649	1, 714	191, 820	2, 036, 696	2, 228, 516	2, 951. 07	1, 235. 10	1, 300. 18

## TOTALS

January 1, 1913	2, 623	6, 363	8, 986	9, 244, 642	5, 831, 372	15, 076, 014	3, 524. 45	916. 45	1, 677. 72
January 1, 1914	2, 430	6, 791	9, 221	8, 677, 402	6, 328, 816	15, 006, 217	3, 570. 95	931. 94	1, 627. 40
July 1, 1914	2, 148	7, 283	9, 431	7, 758, 041	6, 957, 279	14, 715, 320	3, 611. 75	955. 28	1, 560. 31
July 1, 1915	1, 935	7, 881	9, 816	7, 156, 580	7, 787, 740	14, 944, 320	3, 698. 49	988. 17	1, 522. 44
July 1, 1916	1, 730	8, 725	10, 455	6, 376, 828	8, 428, 484	14, 805, 312	3, 686. 03	969. 02	1, 416. 10
July 1, 1917	1, 310	9, 859	11, 169	4, 803, 616	9, 561, 455	14, 365, 071	3, 666. 88	969. 82	1, 286. 16
July 1, 1918	948	10, 866	11, 814	3, 709, 962	11, 374, 371	15, 084, 333	3, 913. 46	1, 046. 79	1, 276. 82
July 1, 1919	760	12, 047	12, 807	3, 005, 363	13, 037, 104	16, 042, 467	3, 954. 43	1, 082. 19	1, 252. 63
July 1, 1920	582	12, 561	13, 143	2, 372, 316	14, 297, 002	16, 669, 318	4, 076. 48	1, 138. 20	1, 268. 30
July 1, 1921	614	13, 240	13, 854	2, 545, 551	15, 749, 946	18, 295, 497	4, 145. 84	1, 189. 57	1, 320. 59
July 1, 1922	604	13, 726	14, 330	2, 556, 933	16, 386, 350	18, 943, 283	4, 233. 33	1, 193. 82	1, 321. 93
July 1, 1923	562	14, 167	14, 729	2, 366, 730	17, 267, 475	19, 634, 205	4, 211. 26	1, 218. 85	1, 333. 03

Proper deductions have been made in these figures for persons counted more than once by reason of holding more than one position.

TABLE 5.—Table showing the number and salaries of regularly and permanently appointed Americans and Filipinos in the service at the middle of the fiscal years indicated

Year	Officers and employees			Salaries paid			Average salaries		
	Amer- icans	Filipi- nos	Total	Amer- icans	Filipinos	Total	Amer- icans	Filipi- nos	Total
1903	2, 777	2, 697	5, 474	7, 236, 700	2, 189, 376	9, 426, 076	2, 605. 94	812. 76	1, 721. 97
1904	3, 228	3, 377	6, 605	8, 663, 720	2, 932, 834	11, 596, 554	2, 693. 92	868. 48	1, 755. 72
1905	3, 307	4, 023	7, 330	8, 942, 424	3, 309, 738	12, 252, 162	2, 704. 08	822. 70	1, 671. 61
1907 <sup>a</sup>	2, 616	3, 902	6, 518	7, 869, 242	3, 234, 494	11, 103, 736	3, 008. 12	828. 93	1, 703. 55
1908	2, 479	4, 080	7, 559	7, 749, 236	3, 686, 855	11, 436, 091	3, 125. 95	903. 64	1, 743. 57
1909	2, 659	4, 397	7, 056	8, 576, 962	4, 018, 988	12, 595, 950	3, 225. 63	914. 03	1, 785. 14
1910	2, 633	4, 639	7, 272	8, 755, 486	4, 296, 896	13, 052, 382	3, 325. 29	926. 25	1, 794. 88
1911	2, 633	4, 981	7, 614	8, 954, 834	4, 668, 825	13, 623, 659	3, 401. 00	937. 33	1, 789. 29
1912	2, 680	6, 033	8, 713	9, 247, 124	5, 468, 175	14, 715, 299	3, 450. 42	906. 37	1, 688. 89
1913	2, 623	6, 363	8, 986	9, 244, 642	5, 831, 372	15, 076, 014	3, 524. 45	916. 45	1, 677. 72
1914 <sup>b</sup>	2, 430	6, 791	9, 221	8, 677, 402	6, 328, 816	15, 006, 217	3, 570. 95	931. 94	1, 627. 40
1915 <sup>c</sup>	2, 148	7, 283	9, 431	7, 758, 041	6, 957, 279	14, 715, 320	3, 611. 75	955. 28	1, 560. 31
1916	1, 935	7, 881	9, 816	7, 156, 580	7, 787, 740	14, 944, 320	3, 698. 49	988. 17	1, 522. 44
1917	1, 730	8, 725	10, 455	6, 376, 828	8, 428, 484	14, 805, 312	3, 686. 03	969. 02	1, 416. 10
1918	1, 310	9, 859	11, 169	4, 803, 616	9, 551, 455	14, 365, 071	3, 666. 88	969. 82	1, 286. 16
1919	948	10, 866	11, 814	3, 709, 962	11, 374, 371	15, 084, 333	3, 913. 46	1, 046. 79	1, 276. 82
1920	760	12, 047	12, 807	3, 005, 363	13, 037, 104	16, 042, 467	3, 954. 43	1, 082. 19	1, 252. 63
1921	582	12, 561	13, 143	2, 372, 316	14, 297, 002	16, 669, 318	4, 076. 48	1, 138. 20	1, 268. 30
1922	614	13, 240	13, 854	2, 545, 551	15, 749, 946	18, 295, 497	4, 145. 84	1, 189. 57	1, 320. 59
1923	604	13, 726	14, 330	2, 556, 933	16, 386, 350	18, 943, 283	4, 233. 33	1, 193. 82	1, 321. 93
1923	562	14, 167	14, 729	2, 366, 730	17, 267, 475	19, 634, 205	4, 211. 26	1, 218. 85	1, 333. 03

<sup>a</sup> No data for 1906 are available.

<sup>b</sup> January.

<sup>c</sup> July.

Proper deductions have been made in these figures for persons counted more than once by reason of holding more than one position.

TABLE 6.—Comparison of number and salaries of Americans and Filipinos temporarily employed on July 1 of the years given in the clerical and unclassified and non-clerical positions in the Philippine civil service

## INSULAR SERVICE AND JUDICIARY

Year	Clerical positions				Unclassified and non-clerical				Total	
	Americans		Filipinos		Americans		Filipinos		Number	Salaries
	Number	Salaries	Number	Salaries	Number	Salaries	Number	Salaries		
1914.....	28	P73,000	277	P202,977.25	291	P701,230	2,491	P1,594,866.40	3,087	P2,572,078.65
1915.....	17	45,880	217	177,548.00	236	584,600	2,294	1,521,428.00	2,764	2,329,456.00
1916.....	8	21,480	101	96,395.00	220	467,185	2,280	1,455,619.00	2,609	2,040,679.00
1917.....	9	24,000	122	90,940.00	176	436,230	2,274	1,533,136.00	2,581	2,084,306.00
1918.....	10	25,860	141	94,311.00	169	405,510	2,550	1,882,013.00	2,870	2,407,694.00
1919.....	4	10,960	154	121,833.00	149	359,500	3,200	2,587,103.00	3,507	3,079,396.00
1920.....	3	7,400	245	154,180.00	132	364,890	3,891	3,524,215.00	4,271	4,050,685.00
1921.....	2	5,600	256	171,138.00	107	313,980	5,085	4,651,512.00	5,450	5,142,230.00
1922.....	1	2,400	162	146,888.00	124	375,950	4,881	4,422,316.00	5,168	4,947,554.00
1923.....	—	—	142	126,384.00	113	348,150	4,291	4,002,870.00	4,546	4,477,404.00

## PROVINCIAL SERVICE

1914.....	4	P11,680	320	P174,644.00	43	P95,757	638	P263,606.00	1,005	P545,687.00
1915.....	1	2,490	333	182,032.00	32	66,060	992	417,286.00	1,358	667,868.00
1916.....	2	1,320	239	128,602.00	15	34,300	1,023	468,322.00	1,279	632,544.00
1917.....	—	—	217	114,962.00	15	28,380	1,073	479,221.00	1,305	622,563.00
1918.....	—	—	185	87,248.00	10	23,950	678	363,434.00	873	474,632.00
1919.....	—	—	240	115,815.00	—	—	775	429,749.96	1,015	545,564.96
1920.....	—	—	180	95,401.00	3	8,820	864	441,420.00	1,047	545,649.00
1921.....	—	—	263	144,293.00	5	13,500	1,299	707,238.00	1,567	865,031.00
1922.....	—	—	235	126,990.00	5	9,900	1,324	687,229.00	1,564	824,119.00
1923.....	—	—	216	121,010.00	4	7,200	1,323	712,069.00	1,543	840,279.00

## MUNICIPAL SERVICE, MANILA

1914.....	1	P1,200	14	P14,257.00	25	P52,460	326	P193,972.00	366	P261,889.00
1915.....	—	—	9	9,240.00	27	62,830	320	191,871.00	356	263,941.00
1916.....	—	—	5	3,960.00	24	55,930	451	274,146.00	480	334,036.00
1917.....	—	—	16	7,779.00	22	56,510	495	297,252.00	533	361,541.00
1918.....	—	—	20	12,030.00	26	60,390	558	362,164.00	604	434,584.00
1919.....	1	3,200	15	10,260.00	20	48,340	744	564,647.00	780	626,447.00
1920.....	—	—	9	8,040.00	16	32,200	751	570,892.00	776	611,182.00
1921.....	—	—	10	8,321.00	24	57,600	982	812,111.00	1,016	878,032.00
1922.....	—	—	6	6,000.00	16	31,710	892	741,330.00	914	779,040.00
1923.....	—	—	3	2,880.00	18	35,070	980	834,062.00	1,001	872,012.00

## MUNICIPAL SERVICE, BAGUIO

1914.....	—	—	1	P900.00	5	P15,600	8	P6,840.00	14	P23,340.00
1915.....	—	—	1	900.00	4	12,560	11	7,620.00	16	21,080.00
1916.....	—	—	—	—	3	8,900	7	3,600.00	10	12,500.00
1917.....	—	—	1	480.00	3	8,960	7	4,860.00	11	14,300.00
1918.....	—	—	1	480.00	—	—	22	12,780.00	23	13,260.00
1919.....	—	—	1	360.00	—	—	24	15,300.00	25	15,660.00
1920.....	—	—	1	480.00	—	—	12	10,680.00	13	11,160.00
1921.....	—	—	1	480.00	—	—	15	13,610.00	16	14,090.00
1922.....	—	—	2	960.00	—	—	17	15,230.00	19	16,190.00
1923.....	—	—	1	480.00	—	—	14	13,730.00	15	14,210.00

## TOTALS

1914.....	33	P85,880	612	P392,778.25	364	P865,047	3,463	P2,059,284.40	4,472	P3,402,989.65
1915.....	18	48,370	560	369,720.00	299	726,050	3,617	2,138,205.00	4,494	3,282,345.00
1916.....	10	22,800	345	228,957.00	262	566,315	3,761	2,201,687.00	4,378	3,019,759.00
1917.....	9	24,000	356	214,161.00	216	530,080	3,849	2,314,469.00	4,450	3,082,710.00
1918.....	10	25,860	347	194,069.00	205	489,850	3,808	2,620,391.00	4,370	3,330,170.00
1919.....	5	14,160	410	248,268.00	169	407,840	4,743	3,596,799.96	5,327	4,267,067.96
1920.....	3	7,400	435	258,101.00	151	405,910	5,518	4,547,215.00	6,107	5,218,625.00
1921.....	2	5,600	530	324,232.00	136	385,080	7,381	6,184,471.00	8,049	6,899,383.00
1922.....	1	2,400	405	280,838.00	145	417,560	7,114	5,866,105.00	7,665	6,566,903.00
1923.....	—	—	362	250,754.00	135	390,420	6,608	5,562,731.00	7,105	6,203,905.00



EXTRACTS FROM THE ADMINISTRATIVE CODE (ACT  
No. 2711) RELATING TO THE CIVIL SERVICE

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SEC. 23. *Oath of office for Insular and provincial employees.*—Save in the case of a laborer or emergency employee, every person elected or appointed to an office or position of trust or profit in the Insular or provincial service, or service of a chartered city, shall, before entering upon the discharge of his duties, take and subscribe an oath of office, in such form as shall be prescribed by the Director of Civil Service, wherein the affiant shall declare that he recognizes and accepts the supreme authority of the United States of America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that he will well and faithfully discharge to the best of his ability the duties of the office or position upon which he is about to enter or of any position to which he may thereafter be appointed; and that the obligation imposed by such oath of office is assumed by him voluntarily, without mental reservation or purpose of evasion.

SEC. 24. *Oath of office of municipal officials.*—Every person elected or appointed to a municipal or township office shall, before entering upon the discharge of his duties, take and subscribe an oath of office, in such form as shall be prescribed by the Director of Civil Service, wherein the affiant shall declare that he has the requisite qualifications to hold office in the municipality; that he recognizes and accepts the supreme authority of the United States of America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that he will well and faithfully discharge to the best of his ability the duties of the office upon which he is about to enter or of any position to which he may thereafter be appointed; and that the obligation imposed by such oath of office is assumed by him voluntarily, without mental reservation or purpose of evasion.

SEC. 25. *Occasions for administration of official oath.*—Notaries public and persons entering upon office by virtue of election shall take the oath upon the occasion of every appointment or induction into office; those entering the service by appointment, except notaries, shall be required to take the oath only upon the occasion of first entering upon the discharge of their duties in the particular branch of the service to which they respectively pertain; but if any such appointee should at any time be entirely separated from

the service, he shall be required to take the oath upon entering the service again.

SEC. 26. *By whom oath of office may be administered.*—The oath of office may be administered by any officer generally qualified to administer oaths; but the oath of office of the members and officers of either House of the Legislature may also be administered by persons designated for such purpose by the respective Houses.

SEC. 27. *Preservation of oaths.*—Oaths administered to officers and employees as aforesaid shall, in the absence of special provision, be filed in the Bureau, Office, or branch of the service to which they respectively pertain and shall be there preserved.

SEC. 64. *Particular powers and duties of Governor-General.*—In addition to his general supervisory authority, the Governor-General shall have such specific powers and duties as are expressly conferred or imposed on him by law and also, in particular, the powers and duties set forth in this chapter.

Among such special powers and duties shall be:

\* \* \* \* \*

(b) To remove officials from office conformably to law and to declare vacant the offices held by such removed officials. For disloyalty to the United States, the Governor-General may at any time remove a person from any position of trust or authority under the Government of the Philippine Islands.

SEC. 79.<sup>1</sup> *Under Secretaries.*—There shall be in each Department one or more Under Secretaries, as the appropriation acts may provide, who shall perform such duties as may be assigned to them by the Secretary of the Department and such as may be imposed upon them by law.

When a Department Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of a vacancy in the office, the respective Under Secretary, or the Under Secretary designated, as the case may be, shall temporarily perform the functions of said office.

In case neither the Secretary nor the Under Secretaries of a Department are able to perform their duties, owing to illness, absence, or any other cause, the Governor-General may temporarily designate a Secretary or Under Secretary of another Department to perform such duties temporarily during the absence of the former.

(a) *Initiative of the Department Head.*—Executive orders, regulations, decrees, and proclamations relative to matters under the supervision or jurisdiction of a Department, the promulgation whereof is expressly assigned by law to the Governor-General, shall, as a general rule, be issued upon proposition and recommendation by the respective Department.

(b) *Power to regulate.*—The Department Head shall have power to promulgate, whenever he may see fit to do

<sup>1</sup> As amended by Act No. 2803 approved on February 28, 1919.

so, all rules, regulations, orders, circulars, memorandums, and other instructions, not contrary to law, necessary to regulate the proper working and harmonious and efficient administration of each and all of the offices and dependencies of his Department, and for the strict enforcement and proper execution of the laws relative to matter under the jurisdiction of said Department; but none of said rules or orders shall prescribe penalties for the violation thereof, except as expressly authorized by law. All rules, regulations, orders, or instructions of a general and permanent character promulgated in conformity with this section shall be numbered by each Department consecutively each year, and shall be duly published.

Chiefs of Bureaus or offices may, however, be authorized to promulgate circulars of information or instructions for the government of the officers and employees in the interior administration of the business of each Bureau or office, and in such case said circulars shall not be required to be published.

(c) *Power of direction and supervision.*—The Department Head shall have direct control, direction, and supervision over all Bureaus and offices under his jurisdiction and may, any provision of existing law to the contrary notwithstanding, repeal or modify the decisions of the chiefs of said Bureaus or offices when advisable in the public interest.

(d) *Power to appoint and remove.*—The Department Head, upon the recommendation of the chief of the Bureau or office concerned, shall appoint all subordinate officers and employees whose appointment is not expressly vested by law in the Governor-General, and may remove or punish them except as especially provided otherwise, in accordance with the Civil Service Law. Laborers receiving compensation at the rate of seven hundred twenty pesos or less per annum, and other employees receiving compensation at the rate of two hundred and forty pesos or less per annum, shall be appointed and removed by the chief of the Bureau or office, subject only to the general control of the Department Head.

The Department Head also may, from time to time, in the interest of the service, change the distribution among the several Bureaus and offices of his Department of the employees or subordinates authorized by law.

(e) *Leave of Secretaries and Under Secretaries.*—The right of a Department Head to leave on account of illness or for any other cause shall not be restricted, provided his absence is not incompatible with the interests of the service, and the vacation and other leave of the Under Secretaries shall be regulated, in the discretion of the Department Head, either by the existing provisions governing the leaves of judges of Courts of First Instance, or otherwise.

SEC. 178.<sup>1</sup> *Subordinate employees of General Land Registration Office.*—The chief surveyor and other subordinates of the General Land Registration Office shall be appointed by the Secretary of Justice, upon recommendation of the chief of said office. For administrative purposes, the General Land Registration Office shall be under the direct control of the Secretary of Justice.

SEC. 253. *Pay of United States officer detailed for duty in Philippine service.*—An officer of the United States Army or Navy, when detailed to perform the duties of an office under the Insular Government, shall receive in lieu of the salary authorized for said office the difference between the pay actually received by him from the Army or Navy during said detail and the amount of said salary.

SEC. 254. *Division of annual salary into fractional parts.*—All annual salaries shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payment for part of a month the amount to be paid for each day shall be determined by dividing the monthly pay into as many parts as there are days in the particular month.

SEC. 255. *When salary begins to accrue.*—Unless otherwise specially provided by law, the salary of any person appointed to a position in the Philippine service shall begin on the day he enters upon the discharge of the duties of his position.

SEC. 256. *Date of taking effect of appointments and promotions.*—Where a new position is created or the salary of an existing position is increased, appointment to such new position or promotion to the increased salary shall not be effective, unless expressly so provided, prior to the enactment of the law creating the new position or authorizing the higher salary; and aside from exceptional cases, approved as such by the proper Head of Department, an appointment or promotion shall not be effected as of a date prior to that upon which the appointment or promotion is actually made.

SEC. 257. *Salary of employee transferred to other branch of service.*—When an employee stationed in the Philippine Islands is transferred from one branch of the Government service to another, and a change of station is thereby rendered necessary, the salary incident to his new position shall begin when he leaves his former station, provided he travels to his new destination in ordinary course; otherwise he shall be allowed such salary prior to arrival at his new destination for such time only as is ordinarily consumed in travel between the places in question.

SEC. 258. *Attendance of Government employee in certain proceedings.*—When a Government employee is required to attend court as a witness or is required by lawful authority to render service as a witness or otherwise before a court-martial or in any extradition case or administrative pro-

<sup>1</sup> As amended by Act No. 2834 approved on March 8, 1919.



ceeding of any sort, such service shall be deemed to be service in regular course of employment, and the salary accruing during the period thereof shall not be withheld.

SEC. 259. *Inhibition against payment of extra compensation.*—In the absence of special provision, persons regularly and permanently appointed under the Civil Service Law or whose salary, wages, or emoluments are fixed by law or regulation shall not, for any service rendered or labor done by them on holidays or for other overtime work, receive or be paid any additional compensation; nor, in the absence of special provision, shall any officer or employee in any branch of the Government service receive additional compensation on account of the discharge of duties pertaining to the position of another or for the performance of any public service whatever, whether such service is rendered voluntarily or is exacted of him under authority of law.

SEC. 260. *Payment of salary accruing pending suspension.*—When the chief of a Bureau or Office suspends a subordinate officer or employee from duty, the person suspended shall not receive pay during suspension unless the Department Head shall so order; but upon subsequent reinstatement of the suspended person or upon his exoneration, if death should render reinstatement impossible, any salary so withheld shall be paid, but without prejudice to the application of the disciplinary provisions of section six hundred and ninety-five hereof.

In case of a person suspended by the Governor-General or by the President, no salary shall be paid during suspension unless so provided in the order of suspension; but upon subsequent reinstatement or exoneration of the suspended person, any salary so withheld may be paid in whole or in part, at the discretion of the officer by whom the suspension was effected.

SEC. 261. *Extra compensation for substitutionary service.*—In case of the temporary absence or disability of the chief of any Bureau or Office, without pay, or in cases of a vacancy in such position, the Department head or person making temporary appointment may, in his discretion, order the payment of additional compensation to the substitute who acts or is designated temporarily to supply the place, which compensation with his existing salary shall not exceed the salary authorized by law for the position filled.

A person who serves as acting chief of a Bureau or Office during the suspension of the chief may also be paid additional compensation in the same manner, if upon the final disposition of the matter of such suspension, the full salary is not paid to the officer who was suspended.

SEC. 262. *Payment of money due to deceased employee.*—Where money is due to the estate of a deceased officer or employee for salary or compensation incident to leave, the same may be paid to the person or persons whom the Insular Auditor shall ascertain to be lawfully entitled thereto; but such payment shall be without prejudice to

the right of any person claiming said sum, or a part thereof, subsequently to proceed by action in court against the person or persons who may have received the same.

SEC. 263. *Salaries of appointees from United States.*—A person residing in the United States who is appointed to a position in the Philippine civil service shall receive full salary from the date of his arrival in the Islands; and he shall receive half salary from the date of his embarkation (or in case of a judge of a court, from the date of his leaving home to come to Manila) until the date of his arrival, provided he proceeds directly to the Islands by the route indicated for him, otherwise for such time only as is ordinarily required to perform the journey by that route.

Except in the case of judges of courts, the half salary earned en route shall not be paid until after two years of satisfactory service in the Islands, unless prior thereto the appointee dies or is involuntarily separated from the service without fault.

SEC. 264. *Half salary upon retirement.*—A regularly appointed officer or employee, not being a judge of a court, who has come to the Islands upon appointment from the United States, and who has rendered continuous, faithful, and satisfactory service for three years or more after arrival in the Philippine Islands, shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence.

If appointed prior to January twelfth, nineteen hundred and four, such person shall also be furnished transportation from Manila to San Francisco or transportation of equal cost to the Government by any other route; but the transportation must be used within six months after retirement from the service.

SEC. 265. *Scale of salaries received by Government employees.*—As regards salaries, employees in the Philippine service shall be arranged in grades according to the following scale; and in this schedule compensation at a stated rate refers not only to compensation paid at such rate for the whole or any part of the year but also to a salary fixed at so much per annum:

*Grade 1.*—Persons receiving compensation at the rate of six thousand pesos or more per annum.

*Grade 2.*—Persons receiving compensation at the rate of five thousand five hundred pesos or more, but less than six thousand pesos per annum.

*Grade 3.*—Persons receiving compensation at the rate of five thousand pesos or more, but less than five thousand five hundred pesos per annum.

*Grade 4.*—Persons receiving compensation at the rate of four thousand five hundred pesos or more, but less than five thousand pesos per annum.

*Grade 5.*—Persons receiving compensation at the rate of four thousand pesos or more, but less than four thousand five hundred pesos per annum.

*Grade 6.*—Persons receiving compensation at the rate of three thousand six hundred pesos or more, but less than four thousand pesos per annum.

*Grade 7.*—Persons receiving compensation at the rate of three thousand two hundred pesos or more, but less than three thousand six hundred pesos per annum.

*Grade 8.*—Persons receiving compensation at the rate of two thousand eight hundred pesos or more, but less than three thousand two hundred pesos per annum.

*Grade 9.*—Persons receiving compensation at the rate of two thousand four hundred pesos or more, but less than two thousand eight hundred pesos per annum.

*Grade 10.*—Persons receiving compensation at the rate of two thousand pesos or more, but less than two thousand four hundred pesos per annum.

*Grade A.*—Persons receiving compensation at the rate of one thousand eight hundred pesos or more, but less than two thousand pesos per annum.

*Grade B.*—Persons receiving compensation at the rate of one thousand six hundred and eighty pesos or more, but less than one thousand eight hundred pesos per annum.

*Grade C.*—Persons receiving compensation at the rate of one thousand four hundred and forty pesos or more, but less than one thousand six hundred and eighty pesos per annum.

*Grade D.*—Persons receiving compensation at the rate of one thousand two hundred pesos or more, but less than one thousand four hundred and forty pesos per annum.

*Grade E.*—Persons receiving compensation at the rate of one thousand and eighty pesos or more, but less than one thousand two hundred pesos per annum.

*Grade F.*—Persons receiving compensation at the rate of nine hundred and sixty pesos or more, but less than one thousand and eighty pesos per annum.

*Grade G.*—Persons receiving compensation at the rate of eight hundred and forty pesos or more, but less than nine hundred and sixty pesos per annum.

*Grade H.*—Persons receiving compensation at the rate of seven hundred and twenty pesos or more, but less than eight hundred and forty pesos per annum.

*Grade I.*—Persons receiving compensation at the rate of six hundred pesos or more, but less than seven hundred and twenty pesos per annum.

*Grade J.*—Persons receiving compensation at the rate of four hundred and eighty pesos or more, but less than six hundred pesos per annum.

*Grade K.*—Persons receiving compensation at the rate of less than four hundred and eighty pesos per annum.

SEC. 266. *Minimum salary payable in absence of specific authority.*—A position designated in an Appropriation Act as belonging to a particular grade, without indication of any specific salary, shall carry the minimum salary prescribed for persons of that grade.

SEC. 267. *Title of chapter.*—This chapter shall be known as the Leave Law.

SEC. 268. *Leave of absence of judges of Supreme Court.*—During vacation of the Supreme Court, the judges not assigned to vacation duty shall be upon vacation leave; and if no court vacation is declared for any year each of the judges shall become entitled to three months' leave in lieu of court vacation.

Each judge of the Supreme Court shall also be entitled to additional leave for a period equivalent to one-twelfth of the time of his service on the court.

When a person is appointed to the Supreme Court from any branch of the Philippine service to which leave is incident, any period of prior service in respect to which no leave has been enjoyed by him shall, for the purpose of determining his right to additional leave, be deemed to be time of service as a Supreme Court judge; but the additional leave acquired by virtue of such previous service shall in no case exceed two months.

SEC. 269. *Accumulation of leave.*—Additional leave and leave in lieu of court vacation, if not taken in whole or in part as the same accrue, shall be allowed to accumulate; but the total amount of leave to the credit of a judge at any one time shall not exceed one year, any excess being forfeited.

SEC. 270. *Approval of leave.*—The right of the judges of the Supreme Court to leave of absence may be exercised by them subject only to approval in such manner as the court by resolution may direct, provided all such leaves of absence shall be so arranged as never to deprive the court of a quorum during its regular sessions.

SEC. 271. *Leave of absence of judges of first instance.*—During the yearly court vacation the judges and auxiliary judges of first instance not specially assigned to vacation duty shall be upon vacation leave.

In every third year dating from the commencement of his service each judge and auxiliary judge of first instance may be granted extended leave for three months in addition to the court vacation to which he may be entitled during that year, making a total of five months' leave.

When a person is appointed to the position of judge or auxiliary judge of first instance from some other branch of the Philippine service to which leave is incident, any period of prior service in respect to which no leave has been enjoyed by him shall, for the purpose of determining when he may be allowed to go upon extended leave, be deemed to be time of judicial service.

SEC. 272. *How leave may be taken.*—The five months' extended leave of a judge or auxiliary judge of first instance shall be assigned to him by the Department Head, and with his consent, may be taken at any time during the year, without including the court vacation, provided the judge enjoying the same shall have been assigned for duty during

the part or whole of the court vacation not included in the leave granted. Extended leave beginning in the latter part of any year may run to conclusion in the succeeding year, and the Department Head may, in any case, postpone the extra three months from one year to the next, if this is required by the exigencies of the service.

If any judge should serve for five and one-half years or more without enjoying extended leave, he may be allowed leave for eight months if, in the opinion of the Department Head, the exigencies of the service permit, but in such case the period of leave granted must embrace the full period of a regular court vacation.

Any officer appointed to a position carrying accrued leave from a position carrying judges' leave shall be allowed accrued leave for the period of actual service during which extended leave has not been enjoyed by him, subject to the same limitations as are applicable generally to accrued leave.

SEC. 273. *Commutation of salary.*—When a judge of any court goes abroad upon extended leave taken under this chapter, the salary incident to the period of such leave may be paid before departure; but when a judge who has served more than two and less than three years is granted such leave, no payment for the time in excess of the ordinary court vacation shall be made until he returns to duty and completes three years of service. For the purposes hereof, the service of a judge appointed from the United States shall be deemed to begin thirty days before he arrives in the Islands ready for duty.

SEC. 274. *Vacation and leave of teachers.*—Persons in the teaching service other than the classes designated in section two hundred seventy-nine hereof as not being entitled to accrued leave, and such as are designated for continuous duty shall be entitled to teachers' vacation; and upon the approval of the Secretary of Public Instruction such persons may, not oftener than once in three years, be granted extended leave on full pay during vacation period, with permission to spend a vacation period abroad.

SEC. 275. *Persons in teaching service designated for continuous duty in vacation periods.*—For the good of the service the Director of Education, or in the case of employees of the University of the Philippines, the President of the University, may, with the approval of the Secretary of Public Instruction, designate persons in the teaching service for continuous duty. Teachers so designated shall be entitled to accrued leave instead of teachers' vacation leave, and shall render the same hours of service as other employees entitled to accrued leave.

SEC. 276.<sup>1</sup> *Persons entitled to accrued leave.*—After at least two years' continuous, faithful, and satisfactory service, the proper Head of Department shall, subject to the requirements of the public service, grant each re-

<sup>1</sup> As amended by Acts Nos. 2911 and 3087 approved on March 23, 1920, and March 16, 1923, respectively.

gularly and permanently appointed officer or employee in the Philippine Civil Service, except as hereinafter provided, twenty-four days' accrued leave of absence with full pay, inclusive of Sundays and holidays, for each year of satisfactory service in the Islands, or abroad, if specially detailed.

SEC. 277. *Computation of leave and pay earned under different salaries.*—In case of a change of salary, whether occasioned by transfer from one position to another or to an office newly created, or otherwise, leave and pay shall be so computed as to correspond with the salaries at which and periods during which such leave and pay were earned, and the same amount of pay shall be allowed as if leave had been taken while the officer or employee was receiving the salary at which it accrued.

SEC. 278. *Anticipation of leave to accrue during absence.*—Leave shall accrue during authorized absence on leave with pay, and leave so to accrue may be allowed by anticipation at the time leave is granted.

SEC. 279.<sup>1</sup> *Persons not entitled to accrued leave.*—The following persons shall not be entitled to accrued leave:

(a) Laborers, skilled and unskilled, whose rate of compensation is less than two thousand pesos per annum.

(b) Temporary and emergency employees, except detectives and secret agents.

(c) Persons whose compensations are authorized at other than a yearly rate, except officers detailed from the military, naval, or civil service of the United States.

(d) Persons enlisted for a term of years.

(e) Watchmen.

(f) Linemen.

(g) Persons who receive compensation for official duties not requiring all their time; and persons whose salary is wholly or partly paid by municipalities, except deputy provincial and municipal treasurers or deputy provincial and township treasurers.

(h) Persons guilty of conduct requiring separation from the service.

(i) Persons brought to the Islands on special contract.

(j) Any person or class of persons whose right to leave is governed by special provisions, in which case such special provisions shall obtain.

SEC. 280.<sup>2</sup> *Accumulation of accrued leave.*—If accrued leave is not taken, in whole or in part, as earned, the same shall accumulate for five years, after which the person entitled to leave may obtain accrued leave for five years' service; but if the requirements of the Bureau or office do not permit of this, such person shall be entitled to collect annually the value of the additional leave not so accumulated.

SEC. 281. *Accrued leave for Legislative employees.*—Accrued leave shall not be enjoyed by Legislative employees who serve during legislative sessions only, but such privileges

<sup>1</sup> As amended by Act No. 3087 approved March 16, 1923.

<sup>2</sup> As amended by Act No. 2990 approved on February 26, 1921.

may be granted in the discretion of the President or Speaker to all permanent employees of the Senate or House, respectively, after not less than one year of continuous and satisfactory service.

SEC. 282. *Payment of equivalent of leave of deceased person.*—The salary equivalent of leave earned by a deceased person shall be paid to the person or persons entitled to receive his estate.

SEC. 283. *Time of application for persons resigning.*—In case of resignation no application for leave shall be considered if not presented within six months after separation from the service.

SEC. 284.<sup>1</sup> *Vacation leave in addition to accrued leave.*—After at least six months' continuous, faithful, and satisfactory service, the Governor-General or proper Head of Department may, in his discretion, grant to each officer or employee entitled to accrued leave, in addition to such accrued leave, eighteen days' vacation leave of absence with full pay, inclusive of Sundays and holidays, for each calendar year of service.

SEC. 285.<sup>1</sup> *Vacation leave for craftsmen and classified apprentices of the Bureau of Printing.*—A craftsman or classified apprentice of the Bureau of Printing may be granted thirteen days' vacation leave, at the salary received by him upon taking such leave, after at least one year of continuous, faithful, and satisfactory service as craftsman or classified apprentice, in accordance with the civil service rules and such other rules as the Department of Finance may prescribe, and the Head of said Department may suspend the vacation leave granted, or part thereof, if in his judgment the needs of the public service require it.

SEC. 286. *When vacation leave to be taken.*—Vacation leave must be taken within the calendar year in which it is earned. The vacation leave allowable for one year of service, and no more, may be allowed in connection with accrued leave granted. In cases of resignation, vacation leave shall not be allowed in addition to accrued leave.

SEC. 287. *Leave to go abroad—Half pay and travel allowance.*—When an employee entitled to accrued leave has served in the Islands for three years or more and has accumulated to his credit the accrued leave allowed for two full years he may, in the discretion of the proper Department Head, but not oftener than once in each period of three years, be granted permission to go abroad, with the half-pay and travel-expense allowances hereinbelow specified:

(a) If he is given permission to visit the United States, he shall be allowed, with half pay, in addition to the leave granted, sixty days for the time occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and

<sup>1</sup> As amended by Act No. 3087 approved March 16, 1923.

on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty; if he is granted permission to visit any other country he shall be allowed under the same conditions and in lieu of the sixty days' half pay above provided, actual and necessary travel time with half pay not exceeding sixty days.

(b) On the completion of two years of continuous, faithful, and satisfactory service, after returning to the Islands from such leave of absence to visit the United States, he shall be allowed his travel expense from his place of residence in the United States to Manila if he come by the route and steamer directed, and if returning from any other country or from the United States, not residing therein, he shall be allowed his travel expense to Manila from the port of embarkation in the United States or such other country not exceeding four hundred pesos.

Subject to the same qualifications, these privileges shall also be accorded to persons going abroad on teacher's leave under section two hundred and seventy-four hereof.

SEC. 288.<sup>1</sup> *Commutation of salary for persons on leave.*—In favor of persons on accrued leave or teacher's leave, the proper Department Head may, in his discretion, direct a commutation of the salary that would be received during the period of leave and in lieu of the payment of such salary in usual course authorize the payment, from the fund out of which the salary would have been paid, of an equivalent sum in gross on or before the beginning of such leave or vacation.

SEC. 289. *Commutation of salary in case of separation from service.*—The salary incident to leave may be in like manner commuted upon the death or separation from the service of any person entitled thereto.

SEC. 290. *Return to duty pending leave.*—No officer or employee whose salary has been commuted shall be permitted to return to duty before the expiration of the period covered by his leave, unless he first refunds to the Government the value of the unused portion of his leave; but the requirement as to the making of such refund may be waived, in the discretion of the Department Head, in the case of an officer or employee separated from the service through lack of work or the abolishment of his position.

In case of voluntary service without pay rendered during leave granted, the time cannot be saved for future leave.

SEC. 291. *Absence of teachers from duty on account of illness.*—Absence from duty of teachers, due to illness, shall be charged against their vacations, and with the consent of the Secretary of Public Instruction they may remain on duty during vacations for a period equal to that so lost, in which case no deduction of pay shall be made on account of absence caused by illness.

<sup>1</sup> As amended by Act No. 2990 approved on February 26, 1921.



SEC. 292. *Absence of other employees from duty.*—Absence on account of illness of other regularly and permanently appointed officers and employees in the Philippine Civil Service who are entitled to accrued leave shall be charged first against their vacation leave and then against accrued leave, until both are exhausted, when their further absence shall be without pay.

SEC. 293. *Withholding of salary incident to leave.*—Payment of salary to an officer or employee for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the provisions of this chapter; though in case of absence due to illness the Governor-General or proper Head of Department may direct that payment for such absence be not withheld if not in excess of the vacation and accrued leave to his credit.

SEC. 294. *Application for leave—Action of office chief.*—Applications for accrued or vacation leave shall first be acted upon by the chief of the Bureau or Office to which the applicant pertains. It shall then be transmitted by such chief to the Director of Civil Service.

SEC. 295. *Final determination by Department Head.*—The respective heads of Departments may authorize the Director of Civil Service to act finally upon the application in all cases in which he approves the recommendation of the chief of the Bureau or Office in regard to such leave. Otherwise the matter shall in all cases be determined finally by the Department Head.

SEC. 296. *Title of chapter.*—This chapter shall be known as the Travel Expense Law.

SEC. 297. *Definition of "travel expense."*—"Travel expense" shall be held to include not only the actual and necessary expenses of transportation of one's person and essential baggage but also the actual and necessary expenses of subsistence and lodging while en route or absent from permanent station, together with such other items necessarily incidental thereto as shall, by regulation, be allowed by the Auditor with the approval of the Governor-General.

SEC. 298. *Travel expense of Insular employees.*—When traveling or when absent from their permanent stations on official business, officers and employees of the Insular Government shall be allowed their travel expenses, to be charged to the Bureau or Office for which the service is rendered.

SEC. 299.<sup>1</sup> *How to be paid.*—Travel expenses shall be allowed either in the form of payment of the travel expenses actually and necessarily incurred, or in the discretion of the chief of Bureau or head of Office, by the payment of per diems, or fractional per diems, in lieu of expenses other than transportation.

<sup>1</sup> As amended by Act No. 2857, approved on March 12, 1919, with retroactive effect since January 1, 1919.

Per diems shall not be allowed to members of field parties or others for whom subsistence in kind is supplied or other special provisions made to cover travel expense.

When travel is done by water and subsistence is not included in the transportation the amount actually and necessarily expended for subsistence shall be paid, and no per diem shall be allowed in lieu thereof.

SEC. 300. *Schedule of per diems for Insular officers and employees.*—Per diems, when allowed, shall be in accordance with the following schedules:

(a) Officers and employees receiving a salary of less than one thousand two hundred pesos per annum, a per diem of one peso.

(b) Those receiving one thousand two hundred pesos or more per annum, but not exceeding one thousand eight hundred pesos per annum, a per diem of two pesos.

(c) Those receiving more than one thousand eight hundred pesos per annum, but not exceeding two thousand four hundred pesos per annum, a per diem of three pesos.

(d) Those receiving more than two thousand four hundred pesos per annum, but not exceeding six thousand pesos per annum, a per diem of four pesos.

(e) Those receiving more than six thousand pesos per annum, a per diem of five pesos.

Persons whose compensations are stated at rates other than per annum may be given the allowances authorized for employees at a corresponding per annum compensation.

SEC. 301. *Control of head of Office over allowance of per diems.*—Chiefs of Bureaus and heads of Offices shall make such examination in passing upon per diems as may be necessary to satisfy their minds that the per diems allowed will not more than reimburse employees for necessary travel expenses and will not constitute an increase of salary.

SEC. 302. *Per diems of detailed Army and Navy officers.*—Officers of the United States Army or Navy detailed for duty with the Insular Government shall receive, when traveling on official business of this Government, the per diems corresponding to the salary of the position which the officers are filling under detailed, and subject to the same conditions as other officers; and, if no salary is fixed by law for such positions, the officers shall be considered as included in the class for which a per diem of five pesos is authorized.

SEC. 304. *Travel expense of provincial employees.*—Officers and employees of provincial governments when traveling, or when absent from their permanent stations on official business, shall be allowed travel expenses as follows, to be paid from the funds of their respective provinces:

(a) When traveling by water transportation, the actual travel expenses incurred.

(b) While in the city of Manila, a per diem of six pesos, which shall include transportation while in said city.

(c) When otherwise traveling or absent from station, the cost of transportation of person and essential baggage,

together with a per diem to be fixed by the provincial board for expenses other than transportation, which per diem shall not exceed two pesos unless the Department Head shall approve a greater allowance.

Officers and employees who are technically in the Insular service but whose salary or compensation is paid by the province in which their service is performed shall be on the same footing in regard to the allowance of travel expense as other provincial employees.

SEC. 305. *Travel expense of employee transferred to other branch of service.*—When a Government employee is transferred from one branch of the service in the Islands to another, he shall be entitled to receive from the branch of the service to which he is transferred reimbursement of the travel expense incurred in reaching his new permanent station or place where he is assigned to duty.

SEC. 306. *Travel expense of appointee going to station.*—When a resident of the Philippine Islands, not already in the Government service, is appointed to a position which necessitates a change of residence, he shall receive from the branch of the service to which he is appointed reimbursement of the travel expense incurred in going to his permanent station or place where he is assigned to duty.

SEC. 307. *Travel expenses of judges.*—A judge, who at the time of his appointment resides in the United States, shall, upon entering the service, be allowed the travel expense of himself and family from his place of residence to Manila; and if one has been employed as judge in the Philippine Islands for three years, he shall, if he so requests, upon his retirement from the service, be furnished with transportation for himself and family from Manila to his place of residence.

SEC. 308. *Refund to employee of travel expense paid by him.*—Except in the case of a judge, the travel expense of an appointee to the Philippine Civil Service, paid by himself, from his place of residence in the United States to Manila shall, if the journey be consummated by the route and steamer directed, be refunded to him at the expiration of two years' continuous, faithful, and satisfactory service, after his arrival in the Philippines, such refund to be made from the funds of the Bureau, Office, or province with which he is at that time connected.

SEC. 309. *Deduction from salary for travel expense advanced—Final refund to employee.*—When an employee is coming to Manila, the cost of his transportation, or any part thereof, may be advanced to him by the Government; and when this is done, the amount of such advance shall be made a charge against the Bureau, Office, or province to which he is assigned on his arrival, or return; and in such event ten per centum of his monthly salary shall be retained and paid into the Insular Treasury to the credit of a travel expense trust fund, until the amount so paid in is equal to the amount paid out by the Government. At the end of

the period of two years of satisfactory service the amount so paid by the employee shall be returned to him from such fund.

SEC. 310. *Audit and certification of accounts for travel expenses.*—Accounts of employees for expenses of travel from the United States or foreign countries to Manila shall be filed with the Insular Auditor upon their arrival in Manila, for advance audit and subsequent certification to the proper Bureau, Office, or province, for payment when due.

SEC. 311. *Applications for transportation on commercial steamship.*—Where a commercial steamship company makes a concession from its regular rates for ocean transportation in favor of persons in the Government service, members of their families, fiancées, or other persons dependent upon them, official requests for such transportation and the necessary certificates showing the right of the applicants to such concession shall, when required, be supplied by or under the authority of the Governor-General.

SEC. 312. *Applications for transportation on Army transports.*—Applications for ocean transportation upon United States Army transports in behalf of persons in the Philippine service entitled to such transportation, together with any certificate, or certificates, required in connection therewith, shall also be transmitted by or under the authority of the Governor-General to the department quartermaster of the United States Army or other official having control of such transportation.

SEC. 418. *Disqualification of inspector.*—Any person appointed as inspector who accepts appointment and qualifies for the office may not be appointed to any other office unless one year shall have elapsed from the last election in which he acted as inspector and he shall have resigned the office prior to his appointment.

SEC. 449.<sup>1</sup> *Persons prohibited from influencing elections.*—No judge of first instance, justice of the peace, or treasurer, fiscal, or assessor of any province and no officer or employee of the Philippine Constabulary, or of any province or municipality, or of the Bureau of Education, or employee of the classified civil service, shall aid any candidate or exert influence in any manner in any election or take part therein otherwise than by exercising the right to vote.

All foreign persons shall be strictly prohibited from aiding any candidate, either directly or indirectly, and from taking part in or influencing any election in any manner.

SEC. 549. *Seal of Bureau.*—The respective Bureaus shall keep appropriate seals, with which shall be sealed all commissions, records, transcripts, and other documents requiring authentication.

SEC. 550. *Powers and duties of chiefs of Bureaus.*—The Director or other chief official in each Bureau or Office shall exercise the functions of chief executive and administrative officer thereof. It shall be his duty, under the

<sup>1</sup> As amended by Act No. 3030, approved on March 9, 1922.

immediate executive control, direction, and supervision of the proper Department head, to exercise general authority in all matters embraced within the jurisdiction of the Bureau or relating to the operation thereof and to see to the enforcement of all laws and regulations pertaining to it.

For administrative purposes, a Bureau chief may, consistently with law, distribute the work of his Bureau among such permanent divisions and sections as may be deemed advisable; and he shall define the duties of his subordinates in so far as may be desirable for the efficiency of the service.

SEC. 551. *Authority to prescribe forms and make regulations.*—Every chief of Bureau shall prescribe forms and make regulations or general orders, not inconsistent with law, to secure the harmonious and efficient administration of his branch of the service and to carry into full effect the laws relating to matters within the jurisdiction of his Bureau; but penalties shall not be prescribed in any such regulations or orders for violation thereof except as expressly allowed by law.

Regulations and orders shall become effective only when approved by the Department head and published in the Official Gazette or otherwise publicly promulgated. Formal approval or publication shall not be necessary as regards circulars of information or instructions for the guidance of officers and employees in the internal administration of the affairs of the Bureau.

All general orders issued by a Bureau chief shall be serially numbered. Such orders shall be called administrative orders and they shall be so entitled.

SEC. 552. *Officials and subordinates of Bureaus and Offices in general.*—The officials and subordinates of each of the several Departments, Bureaus, Offices, and branches of the service shall consist of such as are specified in this Code and of such other assistants, clerks, employees, and agents as may, in each case, be essential to the proper accomplishment of the work required to be done and available within the limits of appropriated funds.

SEC. 553. *Authority of Bureau chief to employ and discharge subordinates.*—Laborers receiving compensation at a rate of seven hundred and twenty pesos or less per annum and other employees receiving compensation at the rate of two hundred and forty pesos or less per annum shall be employed and discharged by the chief of Bureau or Office, subject only to the general control of the Department Head.

Other subordinates and employees shall be employed and discharged by the chief of Bureau or Office and, except as otherwise specially provided, in conformity with the provisions of the Civil Service Law.

SEC. 554. *Duties of assistants and other subordinates.*—Assistant chiefs and other subordinates in every Bureau, Office, and branch of the service shall, respectively, perform therein such duties as may be required of them by law or regulation or as may be specified by the chief or head of the office or other person in lawful authority over them.

The circumstance that the duties of any subordinate officer or employee are specified by law shall not, in the absence of special restriction, be understood to prevent his being assigned to additional duties by proper authority, when not inconsistent with the performance of the duties imposed by law.

SEC. 555. *Acting chief of Bureau.*—During the absence or disability of the chief of a Bureau, the Department Head may designate as acting chief the Under Secretary of the Department, who shall perform the duties of the office in addition to his duties as such Under Secretary, or any officer or employee of the Bureau or other officer or employee in the Department.

SEC. 556. *Designation of acting head of Office by Governor-General.*—During the temporary absence or disability of the head of any Office or branch of the service, not in or subordinate to a Bureau, the Governor-General may, in the absence of special provision, designate any officer or employee to fill his place.

SEC. 557. *Performance of duties of subordinate officers temporarily absent.*—In case of the temporary absence or disability of any subordinate officer or employee in any Bureau or Office, the chief of such Bureau or Office may, in the absence of special provision, designate any other subordinate officer or employee in his Bureau or Office temporarily to perform the duties of the person thus absent or disabled, or he may temporarily perform such duties himself.

SEC. 558. *Filling of vacancies.*—Vacancies caused by the death, resignation, or removal of any officer or subordinate may be temporarily supplied in the same manner as in case of absence or disability. Such vacancies shall not be filled by permanent appointment until the expiration of any leave allowable to the predecessor, unless the Governor-General or proper head of Department is of the opinion that the exigencies of the service require that the appointment be made forthwith.

SEC. 559. *Filling of vacancy by appointment of person or persons in lower grade.*—With the prior approval of the Governor-General or proper head of Department, a vacancy in a position of any grade may be filled by the appointment of one person or more of a lower grade; but in such case the aggregate of salaries paid shall not be greater than the salary authorized by law for that position.

SEC. 560. *Bonds required of private persons—Duties of Bureau chief in respect thereto.*—The chief of each Bureau shall, consistently with law, prescribe the form and fix the amount of all bonds executed by private parties to the Government under the laws pertaining to his Bureau and shall pass on the sufficiency of the security and retain possession of the bond.

When it appears that any such bond is risky or insufficient, such chief may require better security, and after notice to the party concerned, and upon his failure within a reasonable time to give better security, or additional security, may

abrogate the privileges secured by the giving of the bond, but such action shall be without prejudice to the liability of any person or property already obligated.

SEC. 561. *Contract for transportation equipment belonging to employee—Loan for purchase of equipment.*—Subject to restriction and regulation by executive order the chiefs of Bureaus may, in the absence of other adequate transportation equipment, enter into contracts with employees for the use by the latter, respectively, on official business, of transportation equipment owned by them, at a rental to be paid from the transportation-expense funds of the Bureau in question; but no allowance hereunder shall be in excess of twenty pesos per month in the case of a horse, or thirty pesos per month in the case of motor vehicles or vessels. When the nature of the official duties of any such employee justifies the permanent assignment to him of transportation equipment for his official use, he may, in the absence of other suitable means of transportation and with the prior approval of the proper head of Department, be loaned from the same funds an amount sufficient to purchase the necessary means of transportation, not to exceed four hundred pesos for an American, horse or motor vehicle and two hundred pesos for a native horse, such loan to be repaid to the Government in monthly installments of not less than ten per centum of the amount loaned.

SEC. 562. *Legal hours of labor—Minimum requirement.*—The chiefs of Bureaus and Offices in every branch of the Government service shall require of all employees, of whatever grade or class, not less than the legal number of hours of labor.

Such hours, except for schools and courts, shall be as prescribed in the Civil Service Rules and as otherwise from time to time disposed in temporary executive orders, in the discretion of the Governor-General; but save on Saturday and during the heated season they shall not be less than six and one-half hours per day, not including time for lunch.

SEC. 563. *Government employees not required to work on holidays.*—Upon holidays the schools, courts, and the various Departments, Bureaus, and Offices pertaining to the administration of the Insular, provincial, and municipal governments shall be closed; and on such days attendance or labor shall not be required of employees, except as otherwise provided.

SEC. 564. *On Saturdays and during heated season.*—On Saturdays throughout the year and on all days during the heated season, from April first to June fifteenth, inclusive, the period of labor may be reduced to five continuous hours; but an executive order so disposing shall not oblige the head of any Department, Bureau, or Office so to reduce the hours of labor in his branch of work, but shall leave the same in his discretion subject to the requirements of the service.

SEC. 565. *Temporary suspension of labor for special reasons.*—The Governor-General may, for special reasons only, direct that any Department, Bureau, or Office be closed during any particular day, or for part of a day, as occasion requires.

SEC. 566. *Extension of hours and requirement of overtime work.*—When the interests of the public service so require, the head of any Department, Bureau, or Office may extend the daily hours of labor, in what manner soever fixed, for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays.

SEC. 579. *Inhibition against purchase of property at tax sale.*—Officials and employees of the Government of the Philippine Islands are prohibited from purchasing, directly or indirectly, from the Government, any property sold by the Government for the nonpayment of any public tax. Any such purchase by a public official or employee shall be void.

SEC. 580. *Powers incidental to taking of testimony.*—When authority to take testimony or evidence is conferred upon an administrative officer or upon any non-judicial person, committee, or other body, such authority shall be understood to comprehend the right to administer oaths and summon witnesses and shall include authority to require the production of documents under a subpoena *duces tecum* or otherwise, subject in all respects to the same restrictions and qualifications as applied in judicial proceedings of a similar character.

Any one who, without lawful excuse, fails to appear upon summons issued under the authority of the preceding paragraph or who, appearing before any individual or body exercising the power therein defined, refuses to make oath, give testimony, or produce documents for inspection, when thereunto lawfully required, shall be subject to discipline as in case of contempt of court and upon application of the individual or body exercising the power in question shall be dealt with by the judge of first instance having jurisdiction of the case in the manner provided by law.

SEC. 598.<sup>1</sup> *Clerks to and operating expenses of office of district auditors.*—The appointment and fixing of the number of clerks or assistants which the district auditor shall have for each province, city, or office of this district, shall be determined by the Insular Auditor. Such clerks shall be under the direction of the district auditor, and their number as well as their salaries shall be fixed by the Insular Auditor, with the approval of the provincial board or body concerned. The operating expenses of the district auditor's office and the salaries and travel expenses of the clerks thereof shall be paid by the province, city, or office concerned, and such province, city, or office shall make the

<sup>1</sup> As amended by Act No. 3066, approved on March 16, 1923.



necessary appropriation for said purpose. In case of disagreement between the Insular Auditor and the authorities of the province, city, or office concerned, as to the sufficiency of the number of clerks and the salaries of the same, as well as of the travel expenses and other operating expenses of the district auditor's office, the matter shall be submitted to the Governor-General, whose decision in the premises shall be final.

SEC. 659. *Title of chapter.*—This chapter shall be known as the Civil Service Law.

SEC. 660. *Chief officials of Bureau of Civil Service.*—The Bureau of Civil Service shall have one chief and one assistant chief, to be known, respectively, as the Director of Civil Service and the Assistant Director of Civil Service.

SEC. 661. *Duties of Director of Civil Service.*—It shall be among the powers and duties of the Director of Civil Service—

(a) To keep a record of all officers and employees in the permanent service of the different branches of the Philippine Government.

(b) To keep a record of the absences of all officers and employees entitled to leave of absence.

(c) To supervise the preparation and rating and have control of all civil-service examinations in the Philippine Islands.

(d) To fix proper limits of age for applicants desiring to enter the service.

(e) To make investigations and special reports upon all matters relating to the enforcement of the Civil Service Law and civil-service rules.

(f) To prepare and certify to the Governor-General such rules as may be adapted to the more effectual carrying out of the provisions and purposes of the Civil Service Law and to the securing of an efficient administration of the Government within the scope of the Civil Service Law, such rules to be effective when approved by the Governor-General and promulgated in an executive order.

SEC. 662. *Matters to be prescribed in civil-service rules.*—The civil-service rules shall, among other things, prescribe the conditions which shall govern certifications from eligible registers, appointments to the service, separations therefrom, suspensions, deductions from pay, reductions, reinstatements, and transfers, and shall define the procedure to be followed in such matters. They shall also contain regulations concerning the hours of labor, the allowance of leaves of absence (including the withholding of salary for leave granted), and the allowance of travel expenses and half salary of persons entitled thereto—all in conformity with the provisions of this Code. The rules shall also prohibit or regulate the political activity of persons in the civil service.

SEC. 663. *Fundamental requirements as to civil-service rules.*—Any civil-service rules promulgated by the Gov-

ernor-General upon the recommendation of the Director shall be consistent with the following fundamental requirements:

(a) So far as feasible open competitive entrance examinations shall always be required and given, though appointments to positions requiring technical, professional, or scientific knowledge may, in the discretion of the Director, be made upon either competitive or noncompetitive examinations.

(b) Promotion examinations, competitive or noncompetitive, shall be prescribed when practicable.

(c) A thorough physical examination by a competent physician shall be required of every applicant for examination in the United States, and in the discretion of the Director of Civil Service, the same may be required of applicants for examination in the Philippine Islands. Persons found to be physically disqualified for efficient service shall be rejected.

(d) A period of trial service shall be required before appointment or employment is made permanent.

SEC. 664. *Authority of officers and examiners to administer oaths and take testimony.*—Officers and examiners of the Bureau of Civil Service may administer such oaths as may be necessary in the transaction of official business, and the Director or other person conducting any investigation authorized by him may administer oaths and take testimony in connection therewith.

SEC. 665. *Duty of officers to aid enforcement of law.*—All officers in the Philippine civil service shall aid in all proper ways in carrying the Civil Service Law and the civil-service rules into due effect.

SEC. 666. *Publication of Official Roster.*—From the records kept by the Director of Civil Service shall be published an official roster at intervals determined by the Governor-General.

SEC. 667. *Annual report of Director of Civil Service.*—The annual report of the Director of Civil Service to the Governor-General shall contain an account of the work performed by the Bureau, a statement of the rules certified to the Governor-General and promulgated by him and the practical effect thereof, to which shall be added suggestions and recommendations for the effectual maintenance of an efficient and honest civil service in all the administrative branches of the Government.

SEC. 668. *Persons embraced in Philippine civil service.*—The Philippine civil service includes every person employed by the Insular Government or any provincial government or by the government of the city of Manila or Baguio, or partly by one and partly by the other of these agencies, and serving for compensation either at a yearly, monthly or daily rate or otherwise; and consistently with other laws concerning appointments, tenure of office, and the conditions of employment in particular cases, such persons shall be appointed and employed in conformity with this law only

and shall to the extent herein defined be entitled to its protection and privileges.

SEC. 669.<sup>1</sup> *Civil-service status of municipal treasurers.*—Municipal treasurers, though partly paid from municipal funds, shall nevertheless be deemed included in the definition given in the last preceding section, and as such shall be subject to the examination requirements and disciplinary provisions of this chapter and enjoy the same protection and privileges as the persons mentioned in said section.

SEC. 670. *Persons embraced in classified service.*—Persons in the Philippine civil service pertain either to the classified or unclassified service. The classified service embraces all not expressly declared to be in the unclassified service.

SEC. 671. *Persons embraced in unclassified service.*—The following officers and employees constitute the unclassified service:

- (a) Appointees of the President of the United States.
- (b) Appointees of the Secretary of War.
- (c) Elected officers.
- (d) Persons, other than provincial treasurers and district health officers, appointed by the Governor-General, with the advice and consent of the Upper House of the Philippine Legislature, under the authority of provisions relating to particular offices.
- (e) Officers and employees of the Houses of the Philippine Legislature.
- (f) The Reporter of the Supreme Court, the Clerk of the Supreme Court, and private secretaries to the individual Justices of the Supreme Court.
- (g) Members of the various faculties and other teaching force of the University of the Philippines.
- (h) The Private Secretary to the Governor-General, the private secretaries and assistant private secretaries to the several heads of Departments.
- (i) Persons in the military, naval, or civil service of the United States who may be detailed for the performance of civil duties.
- (j) Members of the commissioned and enlisted service in the Philippine Constabulary.
- (k) Detectives, secret agents, sheriffs, and deputy sheriffs.
- (l) Postmasters at Army posts whose compensation does not exceed one thousand two hundred pesos per annum each; and operators and linemen in the Bureau of Posts.
- (m) Postmasters and customs inspectors whose rates of compensation do not exceed six hundred pesos and three hundred and sixty pesos per annum, respectively, and who may lawfully perform the duties of postmaster or customs inspector in connection with other official duties or in connection with their private business, such duties of postmaster or inspector requiring only a portion of their time, and postmasters who are required to perform the duties of telegraph operators.

<sup>1</sup> As amended by Act No. 2741, effective February 18, 1918.

(n) Hospital internes.

(o) Laborers whose rate of compensation is seven hundred and twenty pesos or less per annum.

(p) All other employees whose rate of compensation is two hundred and forty pesos or less per annum.

SEC. 672. *Examination as prerequisite to appointment.*—In the absence of special provision, no person shall be appointed to or employed in any position in the classified service until he passes the examination provided therefor.

SEC. 673. *Positions in unclassified service not subject to examination requirements.*—The examination requirements of the Civil Service Law for entrance into the civil service or for promotion therein shall not apply to positions in the unclassified service, except as otherwise specially provided.

Postmasters mentioned in subsection (m) of section six hundred and seventy-one hereof may be subjected to examination in the discretion of the Director of Posts.

Persons appointed to the position of chief or assistant chief of a Bureau or Office or to the position of superintendent may be required to undergo a civil-service examination if the officer making the appointment shall so direct.

SEC. 674. *Examining committees and special examiners.*—The Director of Civil Service may, with the approval of the proper head of Department, appoint examining committees or special examiners from officers and employees in the service. Such persons shall be examiners of the Bureau of Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his exclusive control. The duties so performed by them shall be deemed part of the duties of the office to which they pertain, and time shall be allowed for the performance of such duties during office hours.

SEC. 675. *Citizenship as qualification for admission to examination.*—No applicant shall be admitted to examination who is not a citizen of the Philippine Islands or of the United States or an honorably discharged soldier, sailor, or marine of the United States; but the requirement of citizenship may be waived by the Governor-General.

SEC. 676. *Director's authority to elicit information as to qualifications.*—The Director of Civil Service shall have power to elicit, under oath, from all applicants for examination and from persons in the service full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service.

SEC. 677. *Oath of applicant for examination.*—Before admission to a civil-service examination in the Philippine Islands, every applicant shall take and subscribe an oath, in such form as shall be prescribed in the civil-service rules, wherein the affiant shall declare that he recognizes and accepts the supreme authority of the United States of

America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that the obligation imposed by such oaths is assumed voluntarily, without mental reservation or purpose of evasion; and that the answers to the questions contained in his application for examination are true to the best of his knowledge and belief.

SEC. 678. *Use of public buildings for civil-service examinations.*—When examinations are held, either in Manila or in the provinces, the officers having custody of public buildings shall allow the reasonable use thereof for such purpose and shall provide for furnishing and lighting the same.

SEC. 679. *Appointment of chief, assistant chief, and superintendent.*—Appointments to the position of chief or assistant chief of a Bureau or Office and to the position of superintendent shall be made by the promotion of persons already in the civil service, if there be such who are competent and available and who in the judgment of the appointing power possess the qualifications required.

SEC. 680. *Appointment to position in civil service.*—Other appointments to positions in the civil service shall be made by the chief of a Bureau with the approval of the proper Department Head.

SEC. 681. *Preference in selection from lists of eligibles.*—In making selections from lists of certified eligibles furnished by the Director, appointing officers shall, when other qualifications are equal, prefer:

First. Citizens of the Philippine Islands.

Secondly. Honorably discharged soldiers, sailors, and marines of the United States.

SEC. 682. *Temporary and emergency employees.*—When work of a temporary or emergency nature is to be performed the chief of the Bureau or Office concerned may employ any suitable person. Eligibles shall be preferred if available; and the prior approval of the Director of Civil Service shall always be obtained if practicable, and if such cannot be procured, the officer making the appointment shall in all cases without delay report such action to the Director and request his approval of the employment. The employment of a noneligible shall cease when the Director certifies an available eligible who will accept temporary or trial appointment.

SEC. 683. *Appointments and removals by Governor-General regardless of civil-service qualifications.*—For the good of the public service the Governor-General, with the consent of the Philippine Senate, may make appointments to and removals from positions in the classified service without regard to the requirements of this law.

SEC. 684. *Limitation on employment of persons in classified service.*—No person appointed to a position in the classified service shall, without the approval of the Director

of Civil Service, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made, unless otherwise provided by law.

SEC. 685. *Limitation on employment of persons in unclassified service.*—A person appointed to a position in the unclassified service shall not be employed in any position in the classified service nor shall he be allowed to do clerical duties other than such as may pertain to the office to which he was appointed.

SEC. 686. *Office records of attendance.*—Each chief of a Bureau or Office shall cause to be kept on a proper form a daily record showing for each day any absence of any employee from duty, due to any cause, and the duration thereof. At the beginning of each month he shall make full report to the Director of Civil Service of the absences shown by such records for the preceding month. Persons serving in the field or on the water need not be required to keep a daily record but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records shall render the offender liable to summary removal from the service and subject him to prosecution as provided by law.

SEC. 687. *Contributions to political fund prohibited.*—No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to contribute or render any such service; and no officer or employee in the Philippine civil service shall directly or indirectly solicit, collect, or receive from any other officer or employee, any money or other valuable thing to be applied to the promotion of any political object whatever.

Any person violating any provision hereof shall be removed from office or dismissed from the service and shall be subject also to prosecution as provided by law.

SEC. 688. *Making gifts to official superiors.*—It shall be improper for an officer or employee to make a donation or present any gift of substantial value to an official to whom he is subordinate or to solicit or receive a contribution from other officers or employees in the Government service for the making of such donation or gift. It shall likewise be improper for any official to accept any donation or gift as aforesaid offered or presented to him by any person or persons in the Government service subordinate to himself.

SEC. 689. *Political and religious affiliations to be ignored.*—No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his po-

litical or religious opinions or affiliations; and in making removals or reductions, or in imposing other punishment, for delinquency or misconduct, action shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

SEC. 690. *Payment of salary of person in classified service.*—Payment of money on account of salary to any officer or employee in the classified service shall not be made prior to the receipt by the disbursing officer of notification from the chief of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Civil Service Law and rules.

SEC. 691. *Payment of person employed contrary to law—Liability of chief of Office.*—No person employed in the classified service contrary to law or in violation of the civil-service rules shall be entitled to receive pay from the Government; but the chief of the Bureau or Office responsible for such unlawful employment shall be personally liable for the pay that would have accrued had the employment been lawful, and the disbursing officer shall make payment to the employee of such amount from the salary of the officer so liable.

SEC. 692. *Liability of disbursing officer for pay of such person.*—When the Director of Civil Service finds that any person is holding a position in the classified service in violation of law, he shall certify such fact to the Insular Auditor and to the disbursing officer through whom the payment of salary or wages to such person is by law required to be made. If the Insular Auditor finds that a disbursing officer has paid or permitted to be paid salary or wages to any person illegally holding a classified position, the whole amount paid shall be disallowed and the disbursing officer shall not receive credit for the same unless the Insular Auditor shall find that the chief of the Bureau or Office is responsible, as above provided, for the payment of such person and that such payment is not due to the failure of the disbursing officer to obtain the evidence required in section six hundred and ninety hereof. In case the disbursing officer is not responsible for the illegal payment, he shall be directed to withhold from the salary of the chief of the Bureau or Office responsible for the illegal employment an amount equal to that disallowed by the Insular Auditor.

SEC. 693. *Opinion of Director of Civil Service on controverted questions related to service.*—A disbursing officer, the head of any Department, Bureau, or Office, or the Insular Auditor, may apply for, and the Director of Civil Service shall render, a decision upon any question as to whether a position is in the classified or in the unclassified civil service, or whether the appointment of any person to a classified position has been made in accordance with law, which decision, when rendered, shall be final unless reversed by the Governor-General on appeal.

SEC. 694. *Suspension of officer pending investigation.*—The Governor-General may suspend any chief or assistant chief of a Bureau or Office, and in the absence of special provision, any other officer appointed by him, pending an investigation of charges against such officer or pending an investigation of his Bureau or Office. The President exercises the same power in regard to his own appointees. The chief of a Bureau or Office may likewise suspend any subordinate or employee in his Bureau or under his authority pending an investigation, if the charge against such subordinate or employee involves dishonesty, oppression, or grave misconduct or neglect in the performance of duty.

SEC. 695. *Administrative discipline of subordinate officers and employees.*—For neglect of duty or violation of reasonable office regulations or in the interest of the public service, a chief of Bureau or Office may remove any subordinate officer or employee from the service, suspend him without pay for not more than two months, reduce his salary or compensation, or deduct therefrom any sum not exceeding one month's pay.

SEC. 696. *Person in classified service or entitled to leave.*—If the person temporarily suspended or from whose pay a deduction is made is in the classified service or being in the unclassified service is entitled to accrued leave, the discipline imposed shall not take effect until the order imposing the same receives the approval of the proper Department head, after having been submitted to the Director of Civil Service for recommendation.

SEC. 697. *Contract to be executed by appointee coming from United States.*—A person residing in the United States who contemplates accepting an appointment in the Philippine civil service to any other position than that of a judgeship or a place filled by appointment of the President or Secretary of War, shall, before receiving such appointment, execute and deliver to the Chief of the Bureau of Insular Affairs, a contract, wherein he shall agree to remain in the service of the Government of the Philippine Islands for at least two years unless released by the Governor-General or proper head of Department.

Upon breach of such contract by the appointee or upon his removal for cause, he shall be liable for any sum still due to the Government for expenses in bringing him to the Islands, and all salary and travel expense then due or accruing to him shall be withheld as forfeited, and he shall be thereafter debarred from again entering any branch of the Philippine service.

SEC. 698. *Right of person dying or separated from position without fault.*—Where a regularly appointed employee of the permanent service dies or is separated from the service on account of disability, lack of work, or the abolishment of his position, and through no fault of his own, he or his estate shall be allowed such accrued leave as he may have earned for the time served and the travel expense and



half pay to which he would have been entitled had he served two full years.

**SEC. 699. Allowances in case of injury, death, or sickness incurred in performance of duty.**—When a person in the Philippine civil service is so injured in the performance of duty as thereby to receive some actual physical hurt or wound, the proper head of Department may direct that absence during any period of disability thereby occasioned shall be on full pay, though not for more than six months, and in such case he may in his discretion also authorize the payment of the medical attendance, necessary transportation, subsistence, and hospital fees of the injured person. Absence in the case contemplated shall be charged first against vacation leave, if any there be.

If a person in such service is killed or dies of injuries received in line of duty, the Department head may authorize the payment of reasonable burial expenses and of three months' salary or wages to the widow or dependent child or children of such deceased person, which shall be in accord with his efficiency and service to the Government.

In case sickness follows as a direct and immediate consequence of the performance of some act in the line of duty the Department head may in his discretion authorize the payment of the necessary hospital fees.

For employees of the City of Manila the time allowance and disbursements contemplated above shall not be granted except upon recommendation of the mayor of the city, with the prior approval of the Secretary of the Interior; and in the case of employees of a provincial government, upon the recommendation of the provincial board.

**SEC. 700. Priority of Government employee in admission to hospitals.**—A person entitled under the rules of any Government hospital to service in the free wards thereof, shall have a right of priority in admission to such free wards, being a Government employee, or the wife, or minor child of such.

**SEC. 1017. Vacation leave for employees of sanitary divisions.**—Under such conditions as the provincial authorities and the district health officer may approve, presidents of sanitary divisions and other employees of divisions receiving an annual salary of less than two thousand pesos may be granted leave with pay not to exceed twenty-one days for each calendar year; and those receiving an annual salary of two thousand pesos or more may be granted leave with pay not to exceed twenty-eight days for each calendar year. All such leave shall be taken during the calendar year in which it accrues. During an epidemic no leave shall be granted without the approval of the Director of Health.

**SEC. 1031. Duty of medical officers of other Bureaus to render medical service.**—Where a physician of the Philippine Health Service or other health officer is not available to perform medical service for a Government employee or other person entitled thereto, such service shall be rendered by

any accessible medical officer of the Philippine Constabulary or other Bureau.

SEC. 1032. *Medical attendance for Government employee sick at point remote from hospital.*—When an officer or employee of the Insular Government or of a provincial government is ill at a point remote from a hospital under the control of the Insular or of a provincial government, and it appears that medical attendance is necessary to preserve his life, the Director of Health at the direction of the Governor-General, shall order a medical officer or nurse to attend such ill person and, if necessary, conduct him to the nearest hospital for treatment.

SEC. 1033. *Payment of expenses.*—The actual and necessary travel expenses of such physician or nurse shall be a proper charge against the Bureau or Office with which the patient is connected, and, if the patient is an employee of a provincial government, such travel expenses may be made a proper charge against the provincial treasury.

In such case the travel expenses and subsistence of such ill employee to or from a hospital shall be a personal charge to be borne by himself.

SEC. 1674. *Deputy provincial fiscal.*—Where the provincial board shall authorize the appointment of a deputy provincial fiscal in the office of the provincial fiscal, the person appointed thereto shall be a lawyer who has been duly admitted to practice in the courts but he shall not be subject to the examination requirements of the Civil Service Law.

SEC. 1731. *Provincial governor as keeper of jail.*—The governor of the province shall be charged with the keeping of the provincial jail, and it shall be his duty to administer the same in accordance with law and the regulations prescribed for the government of provincial prisons. The immediate custody and supervision of the jail may be committed to the care of a jailer to be appointed by the provincial governor. The position of jailer shall be regarded as within the unclassified civil service but may be filled in the manner in which classified positions are filled, and if so filled, the appointee shall be entitled to all the benefits and privileges of classified employees, except that he shall hold office only during the term of office of the appointing governor and until a successor in the office of jailer is appointed and qualified, unless sooner separated.

SEC. 1898. *Employment of persons in Government service as Weather Bureau observers.*—At subordinate stations where other suitable persons are not procurable the Director of the Weather Bureau may appoint any suitable Government employee to act as observer for and during such time as the head of the Department to which the employee in question pertains shall approve.

Persons so appointed may receive salaries as Weather Bureau observers in addition to their other compensation as Government employees.

SEC. 1899. *Right of employees to engage in additional employment.*—Upon authorization by the Head of the Department any third-class observer, rain observer, or assistant to a first class observer, may engage in private business or accept employment from another branch of the Insular or Federal Government and receive compensation therefor; but additional Government employment shall be entered upon only after arrangement therefor shall have been mutually agreed upon between the Head of the Department and the head of the other Bureau or Office concerned.

SEC. 2059. *Duties and functions of Bureau of Labor.*—The Bureau of Labor shall have the power, and it shall be its duty—

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(e) To organize in such towns in the Philippine Islands as it may deem necessary or advisable one or more free employment agencies. A fee in an amount to be fixed by the Director of Labor, with the approval of the Department Head, may be collected by said Director from employers for services performed by an employment agency in securing servants and employees. An employment agent shall not be subject to the provisions of the Civil Service Law, unless his appointment shall so state.

SEC. 2077. *Compensation for person appointed to temporary service.*—When a person not in the Government service is appointed to fill temporarily the position of a provincial officer, the appointee shall receive during the period of his service compensation equal to that fixed by law for the permanent appointee, to be paid from the provincial treasury as other salaries.

In case of the temporary absence or disability of a provincial officer or in case of a vacancy in a provincial office, the Governor-General or officer having the power to fill such position may, in his discretion, order the payment of compensation, or additional compensation, to any Government officer or employee designated or appointed temporarily to fill the place; but the total compensation paid shall not exceed the salary authorized by law for the position filled.

SEC. 2078. *Suspension and removal of provincial officer by Governor-General.*—Should the Governor-General have reason to believe that any provincial officer or any lieutenant governor of a subprovince is guilty of disloyalty, dishonesty, oppression, or misconduct in office, he may suspend him from the discharge of the duties of his office, and, after due notice to the suspended officer, shall investigate the cause of suspension and either remove him from office, or reinstate him, as the circumstances may require.

SEC. 2079. *Payment of salary accruing pending suspension.*—When a provincial officer is suspended he shall receive no salary from and after the date of his suspension, unless so provided in the order of suspension; but upon subsequent reinstatement of the suspended person or upon his exonera-

tion, if death should render reinstatement impossible, any salary so withheld may be paid in whole or in part upon order of the Department Head approved by the Governor-General.

SEC. 2081. *Employment of subordinates.*—Subject to regulation by the Chief of the Executive Bureau, the provincial board shall fix the number of assistants, deputies, clerks, and other employees for the various branches of the provincial government and the rates of salary or wage they shall receive.

After their number and compensation shall have been thus determined, the provincial governor, treasurer, fiscal, or other provincial official, shall appoint the personnel under their respective control, and except as otherwise specially provided, in conformity with the provisions of the Civil Service Law.

SEC. 2093. *Application of Civil Service Law to assessor and deputy assessor.*—The positions of assessor and deputy assessor shall not be primarily subject to the provisions of the Civil Service Law; but if any civil service employee should be transferred to such position or the duties thereof should be imposed upon any such employee, his civil service status and privileges shall not be thereby suspended or impaired.

A Government employee appointed to the position of deputy assessor may be allowed additional compensation for his services in such capacity.

SEC. 2098. *Secretary of the provincial board.*—There shall be a secretary of the provincial board, whose duty it shall be to attend the meetings of the board and act as its recording officer and secretary.

The secretary of the provincial board shall be the keeper of the seal of the province and he shall attest therewith the official acts of the provincial governor and shall record all those of the governor's acts which are required by law to be recorded. He shall receive from the provincial governor and file in his office all reports to the provincial governor required by law, and shall index the same, and he shall generally act as custodian of all provincial records and documents. He shall, on demand, furnish certified copies of all public records and documents, for which he shall charge ten centavos for each hundred words, including the certificate, all the proceeds whereof shall be paid into the provincial treasury.

The position of secretary shall be regarded as within the unclassified civil service but may be filled in the manner in which classified positions are filled, and if so filled, the appointee shall be entitled to all the benefits and privileges of classified employees, except that he shall hold office only during the term of office of the appointing governor and until a successor in the office of secretary is appointed and qualified, unless sooner separated.

SEC. 2447.<sup>1</sup> *Appointment and removal of officials and employees.*—With the consent of the Philippine Senate, the Governor-General shall appoint the fiscal of the city and his assistants, the judge and the clerk of the municipal court and, in case of a temporary vacancy on such court, an acting judge therefor, the justice and auxiliary justice of the peace, the city engineer and his assistants, the chief of police and his assistant, the chief of the fire department, the city treasurer, the city assessor, and the city superintendent of schools. Subject to the provisions of the Civil Service Law, the mayor shall appoint all other officers and employees of the city whose appointment is not otherwise provided for by law. The mayor may suspend, and remove, any appointive city officer or employee not appointed by the Governor-General, and may recommend to the Governor-General the suspension or removal of any city officer or employee appointed by him. Any such suspension or removal by the mayor shall be appealable to the Department Head, whose determination of the matter shall be final.

SEC. 2673. *Solicitation of political contribution or political service.*—Any officer or employee in the Philippine civil service who shall directly or indirectly solicit, collect, or receive from any other officer or employee in such service any money or other valuable thing to be applied to the promotion of any political object or purpose or shall solicit or require him to render political service of any sort, and any officer who shall remove any other officer or employee in such service or otherwise injuriously affect or prejudice him in his official position on account of his failure or refusal so to contribute or render political service, shall be punished by a fine not exceeding one thousand pesos or by imprisonment not exceeding six months, or both.

SEC. 2674. *Sundry frauds.*—Any person who shall by himself or in coöperation with another defeat, deceive, or obstruct any person in the matter of his right of examination by the Bureau of Civil Service, or who shall falsely rate, grade, estimate, or report upon the examination or standing of any person examined by the Bureau of Civil Service, or shall aid in so doing, or shall make any false representations relative thereto or concerning the person or persons examined or who shall use or furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined or to be examined, of being certified, employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding two thousand pesos, or by imprisonment for a period not exceeding one year, or both.

Any person who shall knowingly make any material false statement in his application for examination, or who shall connive at any false statement made in any certificate which

<sup>1</sup> As amended by Act No. 2991 approved on February 26, 1921.

may accompany his application, or who shall make any material false statement in any certificate to accompany the application for examination of any other person, or who shall personate any other person or permit or aid in any manner any other person to personate him in connection with any examination or application for examination, or who shall falsely make or forge any certificate or present any falsely made or forged certificate in connection with his application for examination, or who shall commit or attempt to commit any fraud contrary to the Civil Service Law or Civil Service Rules, or aid in so doing, shall be subject to the same penalty as in the preceding paragraph provided.

## EXTRACTS FROM OTHER LAWS OF THE PHILIPPINE LEGISLATURE RELATING TO THE CIVIL SERVICE

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Act No. 2613 enacted on February 4, 1916

SEC. 3. The Director of Agriculture is hereby authorized to appoint in any tobacco province the necessary inspectors to carry out the purposes of this Act. Said inspectors shall preferably be residents of the province where they are to serve and persons of great influence and proven knowledge in matters relating to the planting and production of tobacco shall be selected. Their salary shall be fixed in their appointments, but shall not exceed twelve hundred pesos per annum each and they shall not be subject to the Civil Service rules. Said tobacco inspectors shall receive a per diem not greater than two pesos when they are performing inspections outside of the municipality of their official station, together with actual and necessary traveling expenses.

Act No. 2870 approved on August 2, 1919

SEC. 1. Any provision of existing law to the contrary notwithstanding, the commutation of the accrued leave earned by Government officers and employees detailed for service in the United States or in some foreign country, or sent to such countries as Government students, is hereby authorized, and said leave shall be paid in cash on the date of their departure from the Philippine Islands, in addition to any other compensation or allowances which either may be entitled to receive outside of the Philippine Islands: *Provided*, That in case the person to whom accrued leave has been paid under the provisions of this Act returns to the Islands before the expiration of the leave granted, the same shall be required to return the money value of the leave not made use of outside of the Islands.

Act No. 2573 as amended by Act No. 2903 approved on March 22,  
1920

SEC. 2. \*

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The animal insurance agents of the insurance division shall be appointed by the Department head, upon recommendation of the Insurance Board, and shall not necessarily be subject to civil service rules.

Act No. 2935 to take effect January 1, 1921, and approved on January 15, 1921.

SEC. 11. Whenever a vacancy shall occur in any position not mentioned in Act Numbered Twenty-six hundred and sixty-eight, for which a salary of three thousand pesos per annum or more has been appropriated, such position shall be filled at a salary not to exceed three thousand pesos per annum, unless the Council of State, after due investigation of the needs of the service, shall determine otherwise; but such salary shall in no case be greater than authorized by law.

SEC. 12. Subject to the approval of the proper Department head, the appropriations authorized in the General Appropriation Act shall be available for advancing the cost of the instruction of those employees who, having rendered at least two years of continuous, faithful and satisfactory service to the Government, shall take a course in matters related with the activities of the office in which they serve in any correspondence school or other school or college, and a monthly deduction of not less than ten per cent shall be made of their salaries until the sum advanced shall be completely paid.

SEC. 18. The following rules are hereby established regarding the appropriations for the Legislature and the Departments, Bureaus, offices or dependencies of the Insular Government, and shall not be understood to be repealed by any other law unless expressly repealed:

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10. The subordinate employees of the Department Secretaries shall not be necessarily subject to the provisions of the Civil Service Act and Rules.

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39. With the exception of surgeons on duty in the Culion Leper Colony, no assistant surgeon or temporary physician shall be appointed at or promoted to a salary or more than twenty-four hundred pesos per annum.

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41. No officer of the Philippine Health Service regularly appointed and receiving a salary of four thousand pesos or more, shall be allowed to engage in the private practice of his profession, for compensation.

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51. The employees appointed to the positions of division chief and legislative investigators in the legislative reference division shall not necessarily be subject to the provisions of the Civil Service Act and rules.

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77. The provisions of section six of Act Numbered Twenty-seven hundred and twenty-eight to the contrary notwithstanding, any commercial agents hereafter appointed shall be appointed subject to the Civil Service Act and rules.



No. 2589.—An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes.

*By authority of the United States, be it enacted by the Philippine Legislature, that:*

SECTION 1. Whenever a regularly and permanently appointed officer or employee in the Philippine civil service who is actually in the service and who has rendered continuous, faithful, and satisfactory service for at least six years applies to the Governor-General for retirement from said service and the Governor-General shall find, after receiving the recommendation of the Director of Civil Service and the chief of the Bureau or Office concerned, that such officer or employee making the application has in every way been efficient up to and including the date of retirement, and the retirement applied for will not prejudice or obstruct the regular and efficient operation of the Bureau affected, the Governor-General, in his discretion, may grant such retirement, and, in consideration of the services rendered, an annual gratuity for three consecutive years according to the following schedule: An officer or employee who at the time of retirement shall have rendered at least ten years of continuous service may receive an annual gratuity of thirty-three and one-third per centum of the salary last received; thirty per centum of such salary when nine but less than ten years of continuous service have been rendered; twenty-six and two-thirds per centum of such salary when eight but less than nine years of continuous service have been rendered; twenty-three and one-third per centum of such salary when seven but less than eight years of continuous service have been rendered; twenty per centum of such salary when six but less than seven years of continuous service have been rendered. The gratuities herein provided for may be paid in the Philippines or in the United States, as the retired official or employee may desire, in monthly installments, and in the event of death shall be payable to his estate: *Provided, however,* That any officer or employee entitled to the benefits of this Act, and who is entitled to any benefits from any pension fund created by authority of the Philippine Legislature, shall be required to designate which of such benefits he desires to take advantage of, and in such case he shall be entitled only to the benefits so chosen: *And provided further,* That if he elects the benefits of this Act he shall have refunded to him amounts deducted from his salary for the benefit of any other retirement fund: *And provided further,* That the following officers and employees shall not be entitled to the benefits of this Act: Officers and employees whose full time is not given to the Government service; professional officers or employees who practice their profession for profit; officers and employees detailed from the Army and Navy or civil service of the

United States; and persons now receiving a pension or retirement pay from the Government of the United States.

SEC. 2. Vacancies occurring in the service, as a result of retirements according to the provisions of the next preceding section, shall not be filled, and the positions corresponding thereto shall be considered abolished *ipso facto*, except when such position is that of Chief Justice or Associate Justice of the Supreme Court or a judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division: *Provided, however*, That upon the request of the chief of a Bureau or Office affected, based on the exigencies of the service and favorably recommended by the proper head of Department, the Governor-General may authorize, in his discretion, after hearing by the Emergency Board created by section two of Act Numbered Twenty-five hundred and forty, in lieu of the position or positions abolished, such position or positions as may be deemed necessary but the aggregate of the salaries thus assigned to such positions shall not exceed two-thirds of the salary authorized by law for the positions abolished by reason of retirement. The vacancies of Chief Justice or Associate Justice of the Supreme Court or judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division, occasioned by retirement, may again be filled, but, unless the law provides otherwise, the salary of the new officers or employees shall be understood to have been reduced to two-thirds of the salary received by the officer or employee retired at the time of his retirement, but in the case of the Chief Justice or Associate Justice of the Supreme Court or of a judge of First Instance the salary of the vacant position shall not be reduced because of the operation of this Act: *Provided, however*, That in no case shall the salary assigned to a director, assistant director, chief clerk, or chief of division be less than that appropriated for the assistant director, chief clerk, assistant chief clerk, or assistant chief of division, respectively, but in such case the chief of Bureau shall make such reductions in the expenses of the Bureau as may be necessary to carry into effect the provisions of this proviso without the necessity of an additional appropriation.

SEC. 3. Future reductions in salaries of officers and employees of the Government of the Philippine Islands, if such reductions are agreed upon, as well as any provision of law abolishing the positions of officers or employees, or reducing or abolishing accrued leave, shall in no manner affect officers or employees who have retired or are entitled to such retirement under section six of this Act, who shall continue, during the time provided in section one of this Act, to receive their gratuities the same as if their positions had not been reduced in salary or abolished, in addition to the accrued leave authorized at the time of their application for retirement: *Provided, however*, That excepting by reason of legislative action reducing his salary or accrued leave allowances, if any officer or employee entitled to

retirement under the provisions of this Act shall apply therefor and, after being advised that his services are necessary, insist upon the acceptance of his resignation, he shall not in such case be entitled to the retirement gratuity herein provided.

SEC. 4. Such sums as may be necessary to carry into effect the provisions of this Act are hereby appropriated out of any funds in the Insular Treasury not otherwise appropriated: *Provided, however,* That no fund shall be set up in the books of the Auditor by virtue of this Act until the sum necessary for the current year shall have been determined.

SEC. 5. No person retired under the provisions of this Act shall be reappointed or reemployed under the Government of the Philippine Islands until he shall have first refunded the entire amount of his retirement gratuities, and in case of reappointment or reemployment under this condition his salary for a period of at least three years thereafter shall not exceed the salary at the time of retirement; and by accepting such reappointment or reemployment and refunding the gratuities paid him he shall waive all future claim to the provisions of this Act and to the payment of such gratuities as were refunded when he again shall retire or resign.

SEC. 6. This Act shall take effect immediately and the provisions hereof shall apply only to such officials and employees as may request retirement on or before the thirtieth day of June, nineteen hundred and sixteen: *Provided, however,* That, should an application for retirement be presented to the Governor-General prior to July first, nineteen hundred and sixteen, and such application not be granted on account of exigencies of the service, the retirement applied for may be granted by the Governor-General at such future date as in his opinion the requirements of the service may warrant, and for this purpose he may make such administrative orders with reference to the appropriation for the position to be vacated as may be necessary to accomplish the purposes of this Act.

Enacted, February 4, 1916.

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No. 2796.—An Act designating a new time limit for the filing of applications for retirement under Act Numbered Twenty-five hundred and eighty-nine, commonly known as the Retirement Law for public officers and employees, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of same:*

SECTION 1. For the benefit of the officers or employees at present in the service of the Government of the Philippine Islands, the time limit for the filing of applications for retirement gratuities under Act Numbered Twenty-five hun-

dred and eighty-nine, entitled "An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes," is hereby extended until June thirtieth, nineteen hundred and nineteen. The years of continuous, faithful, and satisfactory service rendered by the applicant, as provided by said Act Numbered Twenty-five hundred and eighty-nine, shall, for the purposes of this Act, be computed until the date on which the applicant files his application within the new time limit, or until said June thirtieth, nineteen hundred and nineteen, but not thereafter.

SEC. 2. For the proper construction of this Act as well as of Act Numbered Twenty-five hundred and eighty-nine, it is hereby established that leave without pay taken by any officer or employee for reasons beyond his control shall not be deemed excluded from the computation of the period of continuous, faithful, and satisfactory service required by said Act Numbered Twenty-five hundred and eighty-nine.

SEC. 3. This Act shall take effect on its approval.

Approved, February 20, 1919.

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No. 2891.—An Act to amend section one of Act Numbered Twenty-seven hundred and ninety-six, designating a new time limit for the filing of applications for retirement, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:*

SECTION 1. Section one of Act Numbered Twenty-seven hundred and ninety-six is hereby amended to read as follows:

"SECTION 1. For the benefit of the officers or employees at present in the service of the Government of the Philippine Islands, the time limit for the filing of applications for retirement gratuities under Act Numbered Twenty-five hundred and eighty-nine, entitled 'An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes,' is hereby extended until June thirtieth, nineteen hundred and twenty. The years of continuous, faithful and satisfactory service rendered by the applicant, as provided by said Act Numbered Twenty-five hundred and eighty-nine shall, for the purposes of this act, be computed until the date on which the applicant files his application within the new time limit, or until said June thirtieth, nineteen hundred and twenty, but not thereafter."

SEC. 2. This Act shall take effect on its approval.

Approved, February 24, 1920.

No. 2668.—An Act fixing the salaries of certain officers and employees of the Government of the Philippine Islands.

*Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:*

SECTION 1. The salaries of the officers and employees of the Philippine Government mentioned in this Act shall hereafter be as follows:

(a) The President of the Senate, twelve thousand pesos per annum. Each Senator, except the President, shall receive compensation at the rate of four thousand pesos per annum, which may be drawn during the corresponding regular session of the Legislature. The Secretary of the Senate, three thousand pesos for each regular session of the Legislature: *Provided however*, That in case the Senate shall direct him to render service outside of such session, it may grant him additional compensation.

(b) The Speaker of the House of Representatives, twelve thousand pesos per annum. Each representative, except the Speaker, shall receive compensation at the rate of three thousand pesos per annum, which may be drawn during the corresponding regular session of the Legislature. The Secretary of the House of Representatives, three thousand pesos for each regular session of the Legislature: *Provided, however*, That in case the House of Representatives shall direct him to render service outside of such session, it may grant him additional compensation.

(c) Each Department Secretary, except the Secretary of Public Instruction, twelve thousand pesos per annum. Each Department Under Secretary, seven thousand five hundred pesos per annum.

(d) The Secretary of the Governor-General, who shall hereafter be known as the Private Secretary for the Governor-General, seven thousand five hundred pesos per annum.

(e) The Director of Civil Service, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(f) The Director of the Bureau of Non-Christian Tribes, six thousand pesos per annum.

(g) The Chief of the Executive Bureau, seven thousand two hundred pesos per annum. The Assistant Chief, six thousand pesos per annum.

(h) The Chief of the Philippine Constabulary, seven thousand two hundred pesos per annum. Each colonel, six thousand pesos per annum. Each lieutenant-colonel, four thousand eight hundred pesos per annum. Each major, three thousand six hundred pesos per annum. Each captain, three thousand pesos per annum. Each first lieutenant, two thousand four hundred pesos per annum. Each second lieutenant, two thousand pesos per annum. Each third lieutenant, eighteen hundred pesos per annum.

(i) The Director of Education, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(j) The Director of Health, seven thousand two hundred pesos per annum. Each chief of division, six thousand pesos per annum. The salaries of the other surgeons in the Health Service shall be as follows: Each chief medical inspector, not chief of a division, not more than four thousand pesos per annum. Each medical inspector, not more than three thousand pesos per annum. Each senior surgeon, not more than two thousand four hundred pesos per annum. And each surgeon, not more than one thousand eight hundred pesos per annum.

(k) The Insular Collector of Customs, seven thousand two hundred pesos per annum. The Insular Deputy Collector of Customs, six thousand pesos per annum. The collector of customs of Iloilo, six thousand pesos per annum. The collector of customs of Cebu, six thousand pesos per annum. The collector of customs of Zamboanga, five thousand pesos per annum. The collector of customs of Jolo, five thousand pesos per annum.

(l) The Collector of Internal Revenue, seven thousand two hundred pesos per annum. The Deputy Collector of Internal Revenue, six thousand pesos per annum.

(m) The Treasurer of the Philippine Islands, seven thousand two hundred pesos per annum. The Assistant Treasurer of the Philippine Islands, six thousand pesos per annum.

(n) The Director of Printing, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(o) The Solicitor-General, seven thousand two hundred pesos per annum.

Amended by Act No. 8107. (p) Each judge of a Court of First Instance, except the judges of the First, Second, Eighth, Tenth, Sixteenth, Eighteenth, and Twenty-fourth Districts, and the auxiliary judges, eight thousand pesos per annum. The judges of the First, Second, Eighth, Tenth, Sixteenth, Eighteenth, and Twenty-fourth Districts, and the auxiliary judges, seven thousand pesos per annum each. The clerk of the Supreme Court, five thousand pesos per annum.

(q) The Director of the Library and Museum, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(r) The Director of Prisons, five thousand pesos per annum, with quarters and laundry. The Assistant Director, four thousand pesos per annum, with quarters and laundry.

(s) The Director of Agriculture, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(t) The Director of Forestry, six thousand pesos per annum.

(u) The Director of Lands, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(v) The Director of the Bureau of Science, six thousand pesos per annum.

(x) The Director of the Weather Bureau, five thousand pesos per annum.

(y) The Director of Public Works, seven thousand two hundred pesos per annum. The chief constructing engineer, six thousand pesos per annum. The chief designing engineer, six thousand pesos per annum. The consulting architect, six thousand pesos per annum.

(z) The Director of Posts, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(aa) The Purchasing Agent, seven thousand two hundred pesos per annum. The Assistant Purchasing Agent, six thousand pesos per annum.

(bb) The Director of Labor, five thousand pesos per annum. The Assistant Director, four thousand pesos per annum.

(cc) The Director of Coast Survey, ten pesos per diem.

SEC. 2. Officers and employees whose salaries are reduced hereunder and who, having taken advantage of the benefits of Act Numbered Twenty-five hundred and eighty-nine, entitled "An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes," have obtained or may hereafter obtain a favorable action upon their application, shall be retired with the salary received by them on December thirty-first, nineteen hundred and sixteen, and the vacancies left by them shall be filled in accordance with the provisions of this Act.

SEC. 3. The provisions of this Act shall not be construed to prohibit the Governor-General or the Secretary of the Department concerned from contracting, for a limited period, for the services of such technical personnel as may be actually and strictly necessary, at salaries which may exceed those authorized in this Act for chiefs of bureaus and which shall have been previously specifically fixed by the appropriation acts.

SEC. 4. The first two paragraphs of section seven hundred and seventy-five, the entire section seven hundred and seventy-six, and the first paragraph of section one thousand and sixty-one of the Administrative Code, and all Acts or parts of Acts inconsistent with this Act, are hereby repealed.

SEC. 5. This Act shall take effect on January first, nineteen hundred and seventeen; but the provisions relative to the members of the two Houses of the Legislature and

to the Department Secretaries and Under Secretaries shall take effect beginning with the day of their election or appointment, as the case may be: *Provided, however,* That save in the case of vacancies, the Department Secretaries, acting jointly, are hereby authorized to postpone until a date not later than December thirty-first, nineteen hundred and eighteen, any provision of this Act affecting any position or employment in the bureaus and offices under their authority and control, provided such action is really required by the interest of the service; and in such case said Department Secretaries, acting jointly, shall take the necessary steps for the purpose of effecting a gradual and slow reduction of the salaries, distributing the difference between the present salaries and the salaries fixed by this Act over one or more items, as said Secretaries shall deem most advisable.

Approved, December 14, 1916.

No. 3050.—An Act to provide annual pensions for teachers employed in the Philippine public schools; to appropriate money and regulate the disbursement thereof.

*Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:*

SECTION 1. Beginning on the first day of April next following the date of the approval of this Act, all teachers, principals, supervisors, inspectors, superintendents, and other persons employed in supervising and directing the school work of teachers in the public school service of municipalities, provinces, and the Insular government of the Philippine Islands, whose positions are not classified as purely clerical, without regard as to status in the classified civil service of the Philippine Islands, who have on that day, or who shall have on any date thereafter, rendered at least twenty years of service as computed in section seven of this Act, shall be eligible for retirement on an annuity as provided in section two hereof: *Provided,* That lecturers and other special instructors who rendered provisional service shall not be eligible for pension nor shall such services be counted as teaching service in computing the length of service of a teacher: *Provided, further,* That the provisions of this Act shall not include persons who are not citizens of the Philippine Islands or of the United States of America.

SEC. 2. For the purpose of determining the amount of annuity which a retired employee shall receive the following classification and rates shall be established upon the basis of the annuity consisting of a fractional part of the average pay, salary or compensation, for the three years of service rendered prior to the granting of the pension with maximum average pay, salary or compensation in no case exceeding four thousand pesos per annum. The annual annuity as computed under this Act shall be four-tenths of the average salary for twenty years of service; five-tenths of the aver-



age salary for twenty-three years of service; six-tenths of the average salary for twenty-six years of service; seven-tenths of the average salary for twenty-nine years of service; eight-tenths of the average salary for thirty-two or more years of service.

SEC. 3. All eligible persons shall be automatically insured and shall upon their own volition apply for the pension status under the provisions of this Act, advising the Director of Education of their intention to retire with pension at least three months prior to the effective date, and shall render service until the close of a school year unless retired at the expiration of such accrued leave of absence with pay as entitled to, or for reasons of unfitness for service: *Provided*, That the Director of Education may require continued service until the retiring employee can be relieved by a competent person, making the effective date of retirement not later than six months after the date requested.

SEC. 4. An employee to whom this Act applies who has rendered not less than fifteen years of service as computed in this Act, and who becomes totally disabled for useful and efficient service regardless of the age of the employee upon his own application approved by the Director of Education or upon the request of the Director of Education, may be retired for unfitness for service due to total physical or mental disability, on an annuity of two-tenths of his computed average salary under the provisions of this Act if the disability has not been due to vicious habits, intemperance or wilful misconduct of the employee: *Provided*, That the unfitness shall be certified to by both the Director of Education and a government health officer, and the person so retired shall present himself personally during the months of January and July of each calendar year to a public health officer during the period he receives a pension for unfitness for service to determine his fitness to return to the service and to cease receiving the pension benefit. Pension for unfitness for service shall not be granted for a longer period than ten years and shall cease when the employee returns to the service or neglects to return to the service when requested to do so, or engages in another gainful occupation with compensation equal to the amount of pension. In all cases where the annuity is discontinued by causes other than death or the return of the employee to the service before the annuitant has received a sum equal to the total amount of his or her contributions with accrued interest, the difference shall be paid to the retired employee, upon application therefor in such form and manner as the "Pension and Investment Board" may direct.

SEC. 5. Upon death of employee entitled to the provisions of this Act who is rendering service at time of death or who is retired on pension, he shall have fifty per cent of the pension to which the employee would be entitled if alive, paid to surviving acknowledged children of his or her issue

for a period of not to exceed ten years, or to the surviving lawful husband or wife if there are no children eligible under the provisions of this Act to receive the same: *Provided*, That pension funds shall not be paid to children over eighteen years of age or to married children, or to a remarried surviving wife or husband.

SEC. 6. All employees eligible for the provisions of this Act shall receive full credit for service rendered in the Philippine public school system prior to the date this Act shall become operative, and the date of the first day of service shall be the date when such service first began and continuity of service shall not be required in computing the length of service except for the last three years prior to the granting of the pension.

SEC. 7. In computing the length of service for the purposes of this Act all periods of separation from the service and so much of any leave as is without pay, except regular school vacation periods for classroom teachers with temporary civil service status, shall be excluded.

SEC. 8. Beginning on the first day of the fiscal year following the approval on this Act and annually thereafter there shall be included in the total sums appropriated for pay or compensation of employees to whom this Act applies a sum equal to three per centum of the total sum for pay or compensation made by Insular, provincial, or municipal legislation, and the said sum shall be transferred on the books of the Insular Treasurer to the credit of a special fund to be known as the "Teachers' Retirement and Disability Fund," and said fund is hereby appropriated for the payment of annuities, allowances, and expenses as provided in this Act, and for investment by the "Pension and Investment Board" created in section twelve of this Act. The "Pension and Investment Board" is hereby directed to invest from time to time in interest-bearing securities of the government of the Philippine Islands or of the United States of America such portion of the fund as cannot be immediately required for the payment of annuities and other expenses incident to carrying on the provisions of this Act.

SEC. 9. The Insular Treasurer is hereby authorized and empowered in carrying out the provisions of this Act to supplement the direct government contribution with moneys resulting from fines, leaves of absence without pay, unfilled positions, and other salary savings for positions the holders of which are or will be entitled to the provisions of this Act, and with donations, gifts, legacies, or bequeathes of individuals, corporations, or organizations.

SEC. 10. Beginning on the first day of the third month next following the approval of this Act and monthly thereafter there shall be deducted and withheld from each monthly basic salary, pay or compensation of each employee to whom this Act applies a sum equal to three per centum of such employee's monthly basic salary, pay or compensation. The

Insular Treasurer shall cause the said deductions to be withheld from all specific appropriations for the particular salaries or compensations from which the deductions are made and from all allotments out of lump sum appropriations for payment of such salaries or compensations for each fiscal year, and said sums shall be transferred on the books of the Insular Treasurer to the credit of the "Teachers Pension and Disability Fund" created in this Act.

SEC. 11. In the case of an employee to whom this Act applies becoming absolutely separated from the service by death or otherwise before becoming eligible for retirement on an annuity the total amount of deductions of salary, pay, or compensation, with accrued interest computed at four per cent per annum, and compounded on June thirtieth of each fiscal year, shall, upon application, be returned to such employee or his heirs in one lump sum: *Provided*, That in case of death, if there has been no demand upon the Director of Education or the Insular Treasurer by a duly appointed executor or administrator, the payment shall be made after the expiration of three months from date of death, to such person or persons as may appear to be entitled to the proceeds of the estate and such payment may be a bar to recovery by another person.

SEC. 12. There is hereby constituted for the enforcement of this Act a "Pension and Investment Board," composed of the Secretary of Public Instruction, who shall be chairman, ex-officio, the Director of Education, the Insular Treasurer, the Insular Auditor, and three persons appointed by the Governor-General, two of whom shall be persons entitled to the benefits of this Act. The "Pension and Investment Board" shall during the month of July of each fiscal year submit to the Governor-General a report of operations under the provisions of this Act and shall recommend to the Governor-General for including in the Insular budget for the fiscal year to follow, a sum sufficient to pay the retirement allowances and other expenses for that fiscal year whenever the funds made available by the operation of sections eight, nine, and ten of this Act are insufficient.

SEC. 13. All pensions shall be paid in quarterly instalments on January first, April first, July first, and October first of every fiscal year by government warrant or other means which will guarantee safe delivery with no reduction in the pension for exchange or for transmitting the same.

Persons receiving lifelong annual pensions from the Philippine Government or from any branch of the United States Federal Government shall have the amount of the same deducted from the pension they receive through the operation of this Act. Persons reemployed in the Government service and receiving salary, pay or compensation for services rendered as an employee of any branch of the Government of these Islands, including municipalities and provinces in the Philippines shall have the pension discontinued for such

periods of employment in each case where the pay, salary or compensation is equal to or greater than fifty per centum of the pension received under the provisions of this Act.

All records of manipulations of the "Teachers Pension and Disability Fund" and disbursements from the same and all accounts of payments made out of said fund shall be kept and made by the Director of Education, under the supervision of the "Pension and Investment Board."

The term "basic salary, pay or compensation" whenever used in this Act shall be so construed as to exclude from the operation of this Act the provisions of Act Numbered Twenty-five hundred and eighty-nine, all bonus, allowances, overtime pay, or other compensation given in addition to the basic pay or other compensation of the position as fixed by law or regulation.

SEC. 14. All eligibles who have attained the age of sixty-five years or who shall attain that age, and who have rendered eighteen years or more of service as computed under the provisions of this Act shall have the retirement made compulsory at the age of sixty-five except when the teacher requests to remain in the service and the Director of Education specifically recommends favorable action.

SEC. 15. All acts and parts of acts inconsistent with this Act are hereby repealed.

SEC. 16. This Act shall take effect on its approval.

Approved, March 10, 1922.

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No. 3100.—An Act to amend certain sections of Act Numbered Three thousand and fifty, entitled "An Act to provide annual pensions for teachers employed in the Philippine public schools; to appropriate money and regulate the disbursement thereof."

*Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:*

SECTION 1. Section one of Act Numbered Three thousand and fifty is hereby amended to read as follows:

"SECTION 1. Beginning on the first day of April next following the date of the approval of this Act, all teachers, principals, supervisors, inspectors, superintendents, and other persons employed in supervising and directing the school work of teachers in the public school service of municipalities, provinces, and the Insular Government of the Philippine Islands, whose positions are not classified as purely clerical, without regard as to status in the classified civil service of the Philippine Islands, who have on that day, or who shall have on any date thereafter, rendered at least twenty years of service as computed in section seven of this Act, and who have not been removed from the service for cause, shall be eligible for retirement on an annuity as provided in section two hereof: *Provided*, That teachers, prin-

cipals, supervisors, inspectors, and superintendents detailed or serving in the Department of Public Instruction and engaged principally in the inspection and supervision of private schools, in accordance with Act Numbered Twenty-seven hundred and six, shall also be entitled to a pension under the terms and conditions herein established: *Provided, further,* That lecturers and other special instructors who render provisional service shall not be eligible for pension nor shall such services be counted as teaching service in computing the length of service of a teacher: *And provided, finally,* That the provisions of this Act shall not include persons who are not citizens of the Philippine Islands or of the United States of America."

SEC. 2. Section five of Act Numbered Three thousand and fifty is hereby amended to read as follows:

"SEC. 5. Upon death of an employee entitled to the provision of this Act who is rendering service at time of death or who is retired on pension, he shall have fifty per cent of the pension to which the employee would be entitled if alive, paid to surviving acknowledged children of his or her issue for a period of not to exceed ten years, or to the surviving lawful husband or wife if there are no children eligible under the provisions of this Act to receive the same, or to his or her surviving parents, father or mother, if there are no children or lawful husband or wife eligible under the provisions of this Act to receive the benefits thereof: *Provided,* That pension funds shall not be paid to children over eighteen years of age or to married children, or to a remarried surviving wife or husband, nor to parents under the age of sixty years."

SEC. 3. Section eight of Act Numbered Three thousand and fifty is hereby amended to read as follows:

SEC. 8. Beginning on the first day of the fiscal year following the approval of this Act and annually thereafter there shall be included in the total sums appropriated for pay or compensation of employees to whom this Act applies a sum equal to three per centum of the total sum for pay or compensation made by Insular, provincial, or municipal legislation, and the said sum shall be transferred on the books of the Insular Treasurer to the credit of a special fund to be known as the 'Teachers Retirement and Disability Fund,' and said fund is hereby appropriated for the payment of annuities, allowances, and expenses as provided in this Act, and for investment by the 'Pension and Investment Board' created in section twelve of this Act. The 'Pension and Investment Board' is hereby directed to invest from time to time such portions of the 'Teachers' Pension and Disability Fund' as shall not be required to meet the current payments, in the form of annuities or otherwise, and expenses, incident to the carrying on of the provisions of this Act, in any or all of the following ways and in no others:

"(a) In interest-bearing bonds or securities of the Government of the United States or of the Philippine Islands, or bonds or securities of said countries for the payment of the interest and principal of which the faith and credit of said countries is pledged.

"(b) In interest-bearing deposits, under security approved by the Board, in any bank doing business in the United States or in the Philippine Islands having an unimpaired paid-up capital and surplus equivalent to one million five hundred thousand pesos or over: *Provided*, That said bank shall first have been designated as a depository for this purpose by the Governor-General, upon the recommendation of the Insular Treasurer.

"(c) In first liens upon improved, productive, and unencumbered real estate in the City of Manila with a title duly registered under Act Numbered Four hundred and ninety-six, as amended: *Provided*, That no loan shall be made upon the security of real estate in excess of fifty per centum of the fair appraised value thereof, to be determined in such manner as the Board shall prescribe, subject to the rule that the durable income from such real estate shall constitute the main factor in the determination of value: *And provided, further*, That no loan shall be made for a period exceeding three years, and that not more than thirty per centum of the total investments made by the Board shall be on the security of real estate.

"The Board shall have the right to foreclose any loan in the event of any material depreciation of the value of the security or if the terms of the loan contract are not complied with. It shall also make proper provision for the insurance of all property, subject to damage by fire, which shall be held by it as security. The Board shall also have the right to hold, for a period not exceeding five years, such real estate as may come into its possession on account of money loaned.

"(d) In commuting installment payments due from the Government of the Philippine Islands to individuals upon the proper assignment of the individual's claim to the Board.

"(e) No loan shall be made by the Board from the 'Teachers' Pension and Disability Fund,' directly or indirectly, to any member of said Board, and any member of said Board receiving such a loan or authorizing or making any such loan shall be guilty of a felony and be punished by imprisonment for not less than five years or by a fine of not less than two thousand nor more than twenty thousand pesos, or both, in the discretion of the Court.

"(f) Whenever the current surplus of the 'Teachers' Pension and Disability Fund' shall fall below the amount of fifty thousand pesos, no new real-estate loan shall be made by the Board.

"(g) The Board is authorized, in making investments pursuant to this section, to fix the terms thereof in such a

way as shall preserve the funds from any loss due to depression in the medium of payment and to take any other precautions which in its judgment are deemed necessary for the adequate conservation of said Pension Fund."

SEC. 4. Section twelve of Act Numbered Three thousand and fifty is hereby amended to read as follows:

"SEC. 12. There is hereby constituted for the enforcement of this Act a 'Pension and Investment Board' composed of the Secretary of Public Instruction, who shall be chairman, ex-officio, the Director of Education, the Insular Treasurer, the Insular Auditor, and the Director of Civil Service, none of whom shall receive additional compensation, and of three other persons appointed by the Governor-General, with the advice and consent of the Senate. Said three persons shall not receive any compensation. The 'Pension and Investment Board' shall during the month of July of each fiscal year submit to the Governor-General a report of operations under the provisions of this Act and shall recommend to the Governor-General for including in the Insular budget for the fiscal year to follow, a sum sufficient to pay the retirement allowances and other expenses for that fiscal year whenever the funds made available by the operation of sections eight, nine, and ten of this Act are insufficient."

SEC. 5. This Act shall take effect on its approval.

Approved, March 16, 1923.

## CIVIL SERVICE RULES

### THE GOVERNMENT OF THE PHILIPPINE ISLANDS EXECUTIVE BUREAU

MANILA, P. I., January 9, 1909

EXECUTIVE ORDER }  
No. 5 }

Promulgating  
order.

In the exercise of power conferred by the Act of Congress of July first, nineteen hundred and two, known as the "Philippine Bill," and by Act Numbered Sixteen hundred and ninety-eight of the Philippine Commission, known as the "Revised Civil Service Act," the Governor-General hereby approves and promulgates the following Civil Service Rules prepared and certified by the Director of Civil Service, in lieu of the Civil Service Rules promulgated September first, nineteen hundred and four, and amendments thereof:

*RULE I.—General provisions and definition of terms*

Regulations.

1. The Director of Civil Service shall have authority to prescribe such regulations in pursuance of and in execution of these rules as are not inconsistent therewith, and shall prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

Forms.

Application  
rules.

2. Except as provided therein, the first twelve rules apply to the classified service only; the remaining rules have a general application to both the classified and the unclassified service.

Definition  
terms.

3. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Director" refers to the Director of Civil Service.

(b) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(c) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(d) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

(e) The term "classified service" includes all positions in the Philippine civil service not exempted from examination requirements by the Revised Civil Service Act.

(f) All printed "forms" mentioned in these rules refer to forms of the Bureau of Civil Service.



RULE II.—*Applications for examination*

1. No applicant shall be admitted to examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the treaty of Paris acquired the political rights of natives of the Islands, except that the requirement of citizenship may be waived by the Governor-General as provided by law. Citizenship.
2. All applicants for examination and persons now in the service must furnish full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service. Information to be furnished.
3. No applicant shall be admitted to examination or be appointed in the United States to this service originally, by reinstatement, or by transfer, until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical examination may, in the discretion of the Director, be required of applicants for examination in the Philippine Islands. Physical examination.
4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Director of his loyalty to the supreme authority of the United States of America in these Islands. Loyalty.
5. No application for examination shall be accepted from any person serving in the Army, the Navy, or the Marine Corps of the United States unless written consent of the proper authority under whom such person is serving is filed with his application. Enlisted men.
6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Director, with the concurrence of the Governor-General or proper head of Department, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Director the needs of the service require it, the age limitations named herein may be extended for any particular kind of examination. Age limits.
7. The Director may, in his discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfitted for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty; or who has been dismissed, from the service for other delinquency or misconduct; or who has intentionally made a false statement in any material fact, or practiced or attempted to Disqualifications and debarment.

practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

### RULE III.—*Examinations*

Character of examinations.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests, including experience, as the Director may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

Examinations in English and Spanish.

2. Whenever the Director shall find, after consultation with the head of the proper Department, Bureau, or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, he shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

Examinations prerequisite to appointment.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Revised Civil Service Act and rules.

Noncompetitive examinations.

4. No noncompetitive examination shall be held except:  
(a) When applicants fail to compete after due notice has been given of an open competitive examination, or when in the opinion of the Director the announcing of a competitive examination would not result in securing competitors.

(b) To test fitness for promotion, reinstatement, or transfer.

Places of examination.

5. Examinations in the Philippine Islands shall be held in Manila and in the provinces upon such dates as the Director may deem best for the interests of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of the Director:

Preference for residents of the Islands (amendment contained in Executive Order No. 21, dated February 18, 1914).

*Provided*, That when there are names on the proper eligible register of the Bureau of Civil Service no appointment shall be made to a position in the classified civil service of a person residing outside the Philippine Islands unless after comment by the appointing officer and the Director the Governor-General shall decide that the eligibles do not possess the technical knowledge and training or other qualifications or requirements necessary for the position sought to be filled or that the best interests of the service require the appointment of a nonresident.

Examining committees and special examiners.

6. The Director may appoint with the approval of the Governor-General or proper head of Department such examining committees or special examiners as he may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners so appointed are examiners of the Bureau of Civil Service, and shall perform such duties as the Director

may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his direct and sole control and authority. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the holding of civil-service examinations, and officers having the custody of public buildings at places where such examinations are to be held shall, for this purpose, permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required. Use of public buildings.

#### RULE IV.—*Rating of papers and eligibility*

1. Examination papers shall be rated according to their excellence on a scale of one hundred and the subjects of each examination shall be given such relative weights as the Director shall prescribe. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Director or by the head of his Bureau or Office at the request of the Director. Rating of examination papers.

2. Every competitor who attains a general rating of seventy or over shall be eligible to appointment, subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their general ratings, without regard to the date of examination, on the proper register of eligibles. Eligibility for appointment.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended for a particular kind of examination if, in the discretion of the Director, the needs of the service warrant it: *Provided*, That in case an eligible shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, his period of eligibility shall, under such conditions as the Director may prescribe, be considered as suspended during the time he is serving in the Army or Navy of the United States: *And provided further*, That the eligibility to appointment of any person resulting from examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands. Period of eligibility.

#### RULE V.—*Certifications*

A vacancy in a classified position, if not filled by promotion, reduction, transfer, or reinstatement, or through non-competitive examination, shall be filled under the following provisions: Filling of vacancies.

1. The appointing officer shall make requisition upon the proper form, for the names of eligibles for the position vacant, specifying the duties of the position, and the Director shall certify to said officer from the proper register Requisition for certification (form 9).

the three names at the head thereof which have not been three times certified to the Bureau or Office in which the vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation shall call for persons of one sex, those of that sex shall be certified; otherwise sex shall be disregarded in certification.

Selections.

2. The appointing officer shall select one of the three names certified, and if at the time of selection there are more vacancies than one, he may select more than one name: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness, or moral or other disqualification particularly specified in section seven of Rule II, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Director, certification shall be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

Preference in selection.

3. In making selections from certifications of eligibles by the Director, appointing officers shall, when other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. Honorably discharged soldiers, sailors, and mariners of the United States.

Examination papers with certifications.

4. The Director, whenever practicable, shall forward to the appointing officer in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the eligibles certified and make such inquiries of them as he may think proper. The papers forwarded by the Director to the appointing officer for his information shall be returned to the Director with notice of selection on the proper form.

Notice of selection (form 18).

Notification of selection for appointment.

5. <sup>1</sup> Whenever a person residing in the Philippine Islands or in the United States is selected for appointment to the classified civil service, the appointing officer shall notify the Director and the Director shall notify the appointee. Upon his reporting for duty, the appointing officer shall immediately forward to the Director probationary appointment on Form Numbered Thirty-Three; such appointment is not to be made effective prior to the date upon which the appointee actually enters upon the performance of his duties. If the eligible was provisionally appointed in the United States, his probational appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided he reports immediately at the office of the Bureau of Civil Service, and leave shall not accrue prior to the date

Effective date of appointments.

<sup>1</sup> As amended by Executive Order No. 15 dated April 10, 1922.

of such probational appointment. At the expiration of the probationary period of six months, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory, he may at any time during or at the expiration of his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification, without other formality, shall discharge him from the service. *In the case of teachers it is provided, that the Director may, for cause shown in certain specific instances and at the request of the Director of Education, extend the probationary period for an additional four months.* Full report of the cause of the discharge shall be made to the Director. A probationer may be reduced in class or grade at any time during or at the expiration of his probationary period by a notification of reduction from the appointing officer without other formality; in such case the appointing officer shall immediately forward to the Director new appointment on the prescribed form accompanied by a full statement of the cause of the reduction. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Director, for the remainder of his period of eligibility.

Probationary period.

Discharge or reduction of probationer.

Eligibility of probationer, if separated.

6. For reasons satisfactory to the Director an eligible may waive certification or decline appointment without losing his position on a register. Should any eligible decline appointment without the approval of the Director, his name shall be dropped from the register. Waiver of certification or declination of appointment shall not be approved more than twice from the same register.

Waiver of certification or appointment.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

Appointments to lowest class.

8. When two or more eligibles have the same rating, precedence in certification shall be determined in accordance with section three of this rule, if applicable; otherwise, by the order in which their applications were filed.

Eligibles with equal ratings.

9. All appointments to the classified civil service shall be made through the Bureau of Civil Service in strict accord with the civil service rules and regulations. Official correspondence by cable or letter with or relating to prospective appointees residing in the United States must be transmitted through the Director for appropriate action.

Correspondence with prospective appointees.

#### RULE VI.—*Temporary service*

1. Whenever there are fewer than three eligibles upon a register, the appointing officer may appoint probationally the one eligible, or one of the two eligibles, certified, in the same

Temporary employment of eligibles.

manner as if three eligibles had been certified; but if he elects not to make probationary appointment from such certification, he shall select for temporary appointment the one eligible, or one of the two eligibles, if either will accept such temporary appointment. Temporary appointment made from an eligible register as provided in this section may continue until such temporary appointee is given probationary appointment or until the Director certifies three eligibles, when probationary appointment must be made.

Temporary employment of others.

2. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interests require that it shall be filled before eligibles can be provided, such vacancy may, subject to the approval of the Director, be filled by the employment without examination of a person for such time as will enable the Director to provide one or more eligibles. Such temporary employment shall expire when the Director shall certify an eligible who accepts either temporary or probationary appointment.

Work temporary in character.

3. Whenever the work to be done is, in the judgment of the Director, temporary in character, he may authorize temporary employment, giving preference to eligibles if available, which employment may continue until the completion of the work.

#### RULE VII.—*Reinstatements*

Reinstatement.

Any person who has been regularly appointed to a position in the classified civil service and who has through no delinquency or misconduct been separated therefrom may, if no good reason to the contrary appears, upon the requisition of the proper officer and the certificate of the Director, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below: *Provided*, That in the discretion of the Director he may be reinstated to a vacant position of a higher class. The last two sections of this rule apply to the unclassified as well as to the classified service.

Examination, when required.

1. If the person had regularly entered the classified service without examination, a noncompetitive examination may be required, in the discretion of the Director, prior to reinstatement.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the Director, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

Period of eligibility for reinstatement.

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment, may be reinstated

within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

4. Subject to the other conditions of these rules, any person whose separation from the civil service is caused by his enlistment or acceptance of a commission in the active military or naval forces of the United States and who is honorably discharged or released therefrom shall be preferred in appointment to any vacant position in the civil service which he is qualified to fill, and shall be eligible for reinstatement without regard to the time elapsed since his separation from such service.

Enlistment.  
(Amendment contained in Executive Order No. 58, dated July 17, 1917.)

5. A person in the United States who resigns from the Philippine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service: *Provided, however,* That a person originally appointed in the United States who did not receive half salary and traveling expenses en route to the Islands and accrued leave of absence under his original appointment because of the fact that he left the service prior to the rendition of two years' service, shall be entitled to such half salary and traveling expenses on reinstatement.

Half salary and traveling expenses.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reënter either of said services until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the approval of the head of the Department from which he was separated. Applications of such persons for reëntrance to the service should be made through the Director.

Violation of contract.

#### RULE VIII.—*Transfers*

1. A person in any Bureau or Office may be transferred within the same Bureau or Office upon any test of fitness, not disapproved by the Director, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section two of this rule.

Transfer within a Bureau.

2. A person who has received absolute appointment may, upon the completion of the proper form by the chiefs of the Bureaus or Offices interested, and the certificate of the

Transfer from one Bureau to another (form 7).

Director, be transferred from a position in one Bureau or Office to a position in another Bureau or Office: *Provided*, That transfer shall not be made without examination to a position if for original entrance to such position there is required under these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

**Examination.** 3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom: *Provided, however*, That if service is not continuous reentrance into the service may be had in accordance with Rule VII.

**Transfer from unclassified to classified service.** 4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

**Retransfer.** 5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Director may accept such tests of fitness as may be made upon his request by the United States Civil Service Commission.

**Transfer from the United States civil service.** 6. An officer or employee occupying a competitive position in the Philippine classified civil service who has rendered three or more years of satisfactory service therein may be certified for transfer to the Federal classified civil service, subject to the provisions of the United States civil service rules.

**Transfer to the United States civil service.** 7. No chief of a Bureau or Office of the Government of the Philippine Islands, or any subordinate officer or employee thereof, shall directly or indirectly, invite, solicit, or even discuss with a subordinate officer or employee, classified or unclassified, permanent or temporary, of another Bureau or Office, or of the Army or the Navy of the United States in these Islands, his appointment or transfer to the Bureau or Office of such chief or subordinate, until the consent in writing is first obtained of the chief of the Bureau or Office in which the desired officer or employee is a subordinate, or of the Governor-General or proper head of Department, or of the officer of the Army or the Navy under whom he may be employed or serving.

#### RULE IX.—*Promotions*

**Permission to seek transfer required.** 1. No vacancy in any position shall be filled by original appointment whenever there is in the Bureau or Office in which the vacancy exists any person in a position in a

**Vacancies to be filled by promotion.**



lower class or grade who is competent and qualified and is willing to be promoted to the existing vacancy.

2. In providing regulations and competitive examinations for promotion the Director shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as he may deem proper after consultation with the chiefs of the different Bureaus or Offices, for which promotion examinations may be held, for the purpose of determining the relative capacity and efficiency of officers and employees. Promotion regulations.

3. In each Department, Bureau, or Office the Director may, subject to the provisions of section six of Rule III, designate a promotion examining committee of not less than three persons. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Director may require, in the performance of which duties they shall be under the sole control and authority of the Director. Examining committees.

4. There shall be kept in each office, on forms prescribed by the Director for that purpose, a comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptability, punctuality, and attendance. This record shall be at all times open to the inspection of the Director. A report shall be made to the Director semiannually on the proper form, on the first days of January and July, giving the comparative term and corresponding efficiency rating applicable to each person according to the following scheme: Efficiency record (form 52).

Excellent: Indicating a superior degree of efficiency or excellence.....	90 to 100
Good: Indicating a high degree of efficiency.....	80 to 89
Fair: Indicating an ordinary degree of efficiency.....	70 to 79
Poor: Indicating inefficiency .....	Below 70

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose supervision he is or has been employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service; and such a recommendation made at the solicitation or with the knowledge or consent of the employee shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service. Recommendations for promotion.

6. Until the promotion regulations herein authorized have been promulgated by the Director for any Department, Bureau, or Office and the Director has notified such Department, Bureau, or Office, that he is prepared to conduct the promotion examinations authorized under the Revised Civil Service Act and rules, promotions therein may be made upon any tests of fitness not disapproved by the Director which may be determined upon by the appointing officer: Examinations for promotion.

*Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class or grade to another class or grade of an employee who has not entered the service through the examination prescribed for the class or grade to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained.

Frequency of promotion.

7. Save in exceptional cases, promotion or increase of salary shall not be made during the first six months after the appointment of an officer or employee, nor more frequently than once in twelve months thereafter, nor more than one class (or one-half of Classes C and D) at a time. The question of whether a case is or is not an exceptional one shall be submitted for determination to the Governor-General or proper head of Department, through the Bureau of Civil Service.

Suspension of action on proposed promotion.

8. When a promotion is proposed by the chief of a Bureau or Office and the report of changes and absences or the efficiency report of that Bureau or Office is overdue, action on such proposed promotion may be suspended pending the receipt of said report in proper form.

#### RULE X.—*Appointment and employment*

Procedure in making appointments. (Modified by Executive Order No. 68 [1917].)

1. All appointments to classified positions, except temporary appointments and appointments made by the Governor-General by and with the advice and consent of the Philippine Commission, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of the Revised Civil Service Act, on form numbered thirty-three, and transmitted to the Director. If the appointments are allowable under the Revised Civil Service Act and rules, they shall be either approved by the Director and returned to the appointing officer or, where some question requires determination and in other cases where it seems advisable, forwarded to the Governor-General or proper head of Department for direction. A monthly report shall be made by the Director to the Governor-General and heads of Departments of appointments approved under the authorization given in this section; appointments thus reported which are not revoked within ten days after the receipt of such monthly report shall be held to have been approved in accordance with the provisions of the Revised Civil Service Act. In case such appointments are revoked they shall be considered as having been effective until the date of revocation.

Salary not to be paid until employment authorized.

2. The payment of any money on account of salary to any officer or employee in the classified service is not warranted prior to the receipt by the disbursing officer of notification from the chief of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Revised Civil Service Act and rules.

**RULE XI.—*Examination requirements relating to appointment and promotion***

1. Probational appointment or promotion as a result of eligibility in the third-grade examination shall not be made to positions the salary or compensation of which is above the minimum of Class H. Salary limitations [amendment contained in Executive Order No. 34, dated April 2, 1914].

2. Probational appointment or promotion as a result of eligibility in the second grade Spanish, junior typewriter, assistant computer or junior draftsman examination shall not be made to positions the salary or compensation of which is above the minimum of Class D.

3. Probational appointment as a result of eligibility in the second-grade English, first-grade Spanish, junior translator, or junior stenographer examination shall not be made to positions the salary or compensation of which is above the minimum of Class D; promotion as a result of eligibility in any of these examinations shall not be made to positions the salary or compensation of which is above the minimum of Class A.

4. Probational appointment or promotion as a result of eligibility in the typewriter examination shall not be made to positions the salary or compensation of which is above Class A.

5. Probational appointment or promotion as a result of eligibility in the interpreter examination shall not be made to positions the salary or compensation of which is above Class A, or as a result of eligibility in the junior interpreter examination to positions the salary or compensation of which is above the minimum of Class D. Eligibility in these examinations qualifies for appointment and promotion to positions of interpreter only, and not to positions whose duties are clerical.

6. The maximum salaries allowable by probational appointment or by promotion as a result of eligibility in examinations not named above may be fixed by the Director of Civil Service with the approval of the Governor-General.<sup>1</sup>

<sup>1</sup> In accordance with this provision entrance and maximum salaries have been fixed for the following examinations as indicated below:

Examination	Entrance salary	Maximum salary allowable by promotion
Bookkeeper, junior....	Not above ₱1,200 per annum.	Not above ₱1,800 per annum.
Civil engineer, assistant.	Not above ₱3,000 per annum.	Not above ₱3,000 per annum.
First grade English ...	Not above ₱840 per annum. <sup>a</sup>	
Law clerk .....	Not above ₱1,200 per annum. <sup>a</sup>	
Rangers .....	Not above ₱1,200.	Not above ₱1,800.
Scientific assistant .....		Not above ₱2,400.
Teacher, junior .....		Not above ₱1,800.
Technical, junior.....	Not above ₱1,200.	

<sup>a</sup> Provided that in cases where the eligible has extended experience and has been or is employed at a higher salary, probational appointment may be made at a salary higher than those fixed, but it shall not be greater than the highest salary received by the eligible; and that entrance salaries higher than those fixed may be allowed in remote localities or under other exceptional circumstances, with the specific approval of the Governor-General in each case.

7. A person who has heretofore<sup>1</sup> qualified in a Spanish examination may be promoted to a position with a salary not in excess of that allowable as a result of the same examination in English if the appointing officer certifies that the principal duties of the position require a knowledge of Spanish or that the employee has a sufficient knowledge of English to perform the duties of the position to which the promotion is proposed.

RULE XII.—*Procedure in reductions, separations, and suspensions*

Reductions,  
fines, and suspen-  
sions.

1. When the chief of a Bureau or Office deems it necessary to recommend the reduction in salary or compensation, deduction from pay, or suspension from duty without pay under the provisions of section sixteen of Act Numbered Sixteen hundred and ninety-eight, of a regularly and permanently appointed subordinate officer or employee in the classified civil service, or the deduction from pay or suspension from duty without pay of a subordinate officer or employee in the unclassified service who is entitled to the accrued leave provided by law, he shall in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and shall prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired, together with any written evidence the officer or employee may desire to submit. Upon receipt of the reply or after the expiration of the period within which such reply should have been submitted, the chief of the Bureau or Office shall forward to the Director a certified copy of the letter of notification and the reply and evidence, if any shall have been received. These papers shall be promptly forwarded to the Governor-General or proper Head of Department by the Director, together with his recommendation in the case, for final action.

Removals.

2. In case of proceedings to remove a regularly and permanently appointed subordinate officer or employee in the classified civil service for cause, the chief of the Bureau or Office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that his removal for cause is to be recommended, and of the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer, supported by such written evidence as he desires to present, shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of the same, shall be forwarded to the Director. If reply has been received, it shall be similarly forwarded

<sup>1</sup> Before April 2, 1914.

with a certified copy of the notification mentioned, together with any other evidence or papers in the case. The Director shall promptly forward, with such comment as he may deem proper, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected shall be dropped from the rolls of the office as discharged on the day he was suspended, if suspension was made; otherwise his discharge shall be effective on the date of receipt by the chief of the Bureau or Office in interest of the notification of approval by the Governor-General or proper head of Department. Except by the specific approval of the Governor-General or proper head of Department, had in each specific instance, no officer or employee shall so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than "for the good of the service."

3. In every instance of a tender of resignation by a regularly and permanently appointed subordinate officer or employee in the classified civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and if the resignation be accepted, to give him a letter stating clearly the character of the services rendered and whether or not, in the light of present information, a possible future application for reinstatement in the same Bureau or Office would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a written reply and such other written evidence as he may elect. When completed, certified copies or the originals of all the papers in the case shall be forwarded to the Director; in case of objection to reinstatement, the papers will be forwarded by the Director with such comment as he may deem proper, to the Governor-General or proper head of Department, for review and final action. For obvious reasons no officer or employee should be continued in his position who could not be recommended for reinstatement were he to resign.

#### Resignations.

4. If any of the papers in the proceedings under this rule are written in Spanish, the chief of the Bureau or Office shall furnish translations in English, whenever practicable, as well as the originals or certified copies thereof. All papers relating to the removal or resignation of subordinate officers or employees in the classified civil service shall be filed in the office of the Director.

Translation of papers.

5. In all cases of removal or reduction of officers or employees in the unclassified service above the grade of semi-skilled laborer, the chief of the Bureau or Office shall furnish the Director with a full statement of the cause of the removal or reduction. In cases of resignation when an application

Reports of removal or reduction of unclassified employees.

for reinstatement would not be favorably considered, the Director shall be furnished with a full statement of the character of the services rendered and the reasons why application for reinstatement would not be favorably considered.

### RULE XIII.—*Prohibitions and penalties*

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| Political<br>cion.   | coer- | 1. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.   |
| Political<br>tributions.   | con-  | 2. No officer or employee in the Philippine civil service shall discharge or promote or degrade or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.   |
| Politics and re-<br>ligion.                                      |       | 3. No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined because of his political or religious opinions or affiliations.  |
|  |       | 4. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be considered by the Director, by any examining committee or special examiner, or by any nominating or appointing officer.  |
| Private<br>ness.   | busi- | 5. No officer or employee shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking, or lend money on real or personal property, without written permission from the chief of the Bureau or Office in which he is serving, and of the Governor-General or proper head of Department. As a general rule, in any enterprise which involves the taking of time, this prohibition will be absolute in the case of those officers and employees whose remuneration is fixed in the assumption that their entire time is at the disposal of the Government; if granted permission to engage in a business requiring time of applicant, copies must be furnished the Director. <sup>1</sup> |
| Causes for re-<br>moval, reduction,<br>or other punish-<br>ment. |       | 6. Discourtesy to private individuals or to Government officers or employees, drunkenness, gambling, dishonesty, repeated or flagrant violation or neglect of duty, notoriously disgraceful or immoral conduct, physical incapacity due to immoral or vicious habits, incompetency, inefficiency, borrowing money by superior officers from subordinates or lending money by subordinate to superior officers, lending money at exorbitant rates of interest, willful failure to pay just debts, contracting loans of money or other property from merchants or other persons with whom the Bureau of the borrower is in business relations, pecuniary embarrassment  |

<sup>1</sup> See also Executive Order No. 103, series of 1913.

arising from reprehensible conduct, the pursuit of private business, vocation, or profession without permission in writing from the chief of the Bureau or Office in which employed and of the Governor-General or proper head of Department, disreputable or dishonest conduct committed prior to entering the service, insubordination, pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service, or the willful violation by any person in the Philippine civil service of any of the provisions of the Revised Civil Service Act or rules, may be considered reasons demanding proceedings to remove for cause, to reduce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director to the Governor-General or proper head of Department.

Information as to delinquencies and misconduct to be forwarded.

7. In making removals or reductions, or in imposing other punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Like punishment for like offenses.

8. No person in the Philippine civil service, classified or unclassified, permanent or temporary, shall take any active part in political management or in political campaigns: *Provided*, That this section shall not apply to elective officers, officers and employees of either House of the Legislature, and Secretaries of Departments. Political activity shall consist, among other things, in candidacy for elective office, being a delegate to any political convention or a member of any political committee or directorate or an officer of any political club or other similar political organization, making speeches, canvassing or soliciting votes or political support in the interests of any party or candidate, soliciting or receiving contributions for political purposes, either directly or indirectly, or becoming prominently identified with the success or failure of any candidate or candidates for election to public office. The prohibitions herein contained apply to political activity with respect to the political parties of the United States as well as of the Philippine Islands. Violation of this section shall be considered cause for removal from the service.

Political activity prohibited. (Executive Order No. 76, dated October 12, 1917.)

9. No officer or employee of any court of the Philippine Islands shall purchase or attempt to purchase, directly or indirectly, any property sold under the orders of the courts. Any such purchase or attempt to purchase shall be sufficient ground for removal from the service. No officer or employee of any court of the Philippine Islands shall serve as a commissioner, referee, or in any other capacity in cases pending before such court, except when he shall act as such under the direct supervision of the court and without any additional compensation.

Officers or employees of the court. (Executive Order No. 7, dated February 16, 1918.)

—purchases at judicial sales.

—service as commissioner.

RULE XIV.—*Official record of officers and employees*

Record of employees.

The Director shall keep an official record of all regularly and permanently appointed officers and employees in the civil service of the Philippine Islands above the grade of semiskilled laborer, and for the purpose of this record each chief of a Bureau or Office shall furnish to the Director:

Information to be furnished.

1. The necessary information in such form and manner as he may prescribe with the approval of the Governor-General.

Monthly report (form 3).

2. A statement on the proper form, on the first day of each month, of all changes, and the dates thereof, in the service under the control and authority of the chief of the Bureau or Office, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service; the position to which an appointment or reinstatement is made; the position from which and the position to which a promotion or transfer is made; the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

RULE XV.—*Hours of labor*

Hours of labor.

1. It shall be the duty of all chiefs of Bureaus and Offices in the Philippine civil service to require of all subordinate employees, except teachers, of whatever grade or class, not less than seven hours of labor each day, exclusive of Sundays and all days declared public holidays by law or Executive Order, except that from April first to June fifteenth of each year chiefs of Bureaus and offices may reduce the required hours of labor to six and one-half hours,<sup>1</sup> and on Saturdays throughout the year they may reduce the required hours of labor to five hours: *Provided*, That except during the heated season the office hours of all Bureaus and Offices in the City of Manila shall be from eight o'clock antemeridian to four o'clock postmeridian with a reasonable intermission, not exceeding one hour, for lunch, on all working days not including Saturdays, and from eight o'clock antemeridian to one o'clock postmeridian on Saturdays; no change in these office hours shall be made without the specific written approval of the Governor-General or proper head of Department, and in case of such change the number of hours of labor herein fixed shall not be reduced. Not less than five hours of labor on each school day shall be required of all persons in the teaching service.

Teachers.

Extension of hours of labor.

2. When the nature of the duties to be performed or the interests of the public service require it, the head of any Department, Bureau, or Office may extend the daily hours of labor herein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law. Officers and employees may be required by the head of the

<sup>1</sup> Section 564 of the Administrative Code allows reduction to five hours from April 1 to June 15.



Bureau or Office to work on Sundays and public holidays also, without additional compensation unless otherwise specifically authorized by law.

3. Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Director on the proper form all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officer or employee liable to summary removal from the service and criminal prosecution.

Record of attendance (form 48).

Monthly report (form 3).

Falsification.

#### RULE XVI.—*Leave of absence*

1. (a) Applications for accrued leave of absence shall be made on the form provided for that purpose two weeks in advance, wherever possible, of the date on which it is desired that the leave shall become effective, and must be submitted to the proper chief of Bureau or Office for recommendation. Such chief of Bureau or Office shall transmit this form to the Director with recommendation and the data contemplated by the first indorsement on said form, together with any other information which may have a bearing on the allowance or disallowance of leave.

Application for accrued leave (form 39)

Information to be furnished.

(b) In case of the death of an officer or employee the chief of his Bureau or Office shall transmit to the Director application for accrued leave due, and application supported by medical certificate on the form provided for that purpose, for vacation leave covering absence on account of illness immediately preceding death.

Death.

Medical certificate (form 41).

(c) When an officer or employee is separated from the civil service without prejudice, by resignation, death, or other cause, the money value of accrued leave granted, estimated in accordance with the provisions of Act Numbered Sixteen hundred and ninety-eight, may become immediately due and payable if the state of the appropriation from which his salary is payable warrants immediate payment. If the leave granted is commuted, payment therefor shall be made as provided by law; if the leave granted is not commuted, payment shall be made from the unexpended balance for salaries and wages, and the position shall remain vacant for a period equal to the accrued leave granted.

Separations.

(d) An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated in accordance with the provisions of Act

Leave accrued at different compensations.

Numbered Sixteen hundred and ninety-eight, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid Act.

Commutation of leave.

Penalties for improperly obtaining commutation.

(e) Except on resignation, commutation of leave shall not be made to an officer or employee who remains in the Islands during the period of the leave granted. If he obtains commutation of leave and does not leave the Islands without delay or if he returns to the Islands more than three weeks prior to the expiration of the period of leave commuted and fails to make immediate refund of the money value of unused leave commuted, his action shall be considered cause for forfeiture of vacation leave and for such other disciplinary action by the Governor-General or proper head of Department as may be deemed necessary.

Application for vacation leave (form 55).

2. (a) All applications for vacation leave of absence for a period of one full day or more must be made on the form provided therefor five days in advance, wherever possible, and transmitted to the Director immediately: *Provided*, That applications on this form for two days or less may be retained by the chief of any Bureau or Office, if so preferred by him, and forwarded to the Director on the first day of the following month as inclosures to the monthly report; when so forwarded the first indorsement need not be completed. Applications for less than one day should not be forwarded. All absences, including fractions of a day, must be recorded on the daily time record and reported to the Director monthly. In case of illness or unavoidable absence from other cause notice must be immediately sent to the chief of the Bureau or Office, and the application, containing a brief explanation of the cause of delay in filing, forwarded later.

Vacation leave when salary changes during the year.

(b) The vacation leave of an employee whose salaries during a calendar year embrace the two rates of vacation leave provided in the schedule of section 24 of Act Numbered Sixteen hundred and ninety-eight shall be computed by allowing credit for the two rates in proportion to the part of the year served at each rate.

Vacation leave during first six months' service.

(c) When vacation leave is requested by any officer or employee (except a teacher) during his first six months of service from the date of original appointment the Director shall state on the application the date on which payment for such leave may properly be made under the provisions of Act Numbered Sixteen hundred and ninety-eight, and, unless the Governor-General or proper head of Department directs otherwise, on account of illness of the officer or employee, the chief of the Bureau or Office shall require that payment for such leave be withheld until that date.

Absences of teachers during school sessions (form 55).

(d) The application for vacation leave shall be used by teachers for all absences during school terms on account of illness or other cause, and the Director of Education shall require payment for such absences to be withheld until they have performed duty during vacation for a period equal to their absences from duty on account of illness, as required

by Act Numbered Sixteen hundred and ninety-eight: *Provided*, That if the absences were due to illness, the withholding of salary may be postponed to the beginning of the next summer vacation. Teachers in applying for permission to visit the United States shall use the same application.

(e) Applications of officers and employees for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave (paragraph (d), section twenty-five, Act Numbered Sixteen hundred and ninety-eight), must be made on the form used in making application for vacation leave, supported by medical certificate on the prescribed form and evidence showing that the wounds or injuries were incurred in the performance of duty. Wounds or injuries.

3. When an officer or employee is granted vacation leave in excess of the accrued leave allowable, or when he is granted vacation and accrued leave and the vacation leave is in excess of the accrued leave allowable at the expiration of the total vacation and accrued leave granted, payment for such excess leave shall be withheld until five days after return to duty. In the event that it shall appear during the first five days after return to duty from leave that it is not the intention of the officer or employee to continue in the performance of his duties any longer than to draw all back salary which may be due him, payment shall be withheld and full report thereof forwarded by the chief of the Bureau or Office, through the Director, to the Governor-General or proper Head of Department for action. If he fails to return to duty no payment for the leave withheld shall be made, unless the failure to return is due to illness and payment is authorized by the Governor-General or proper head of Department. Withholding pay for leave granted.

4. All absences of an officer or employee in excess of the vacation or accrued leave allowable shall be without pay, unless the Governor-General or proper head of Department directs that payment for such absence be made, in accordance with paragraph (c), section twenty-five of Act Numbered Sixteen hundred and ninety-eight, on account of the absence being due to illness of the officer or employee. At the expiration of the first two years of service the officer or employee may make written application covering the period for which pay was withheld. This application shall be forwarded by the head of the Bureau or Office with his recommendation, through the Director, to the Governor-General or proper head of Department, who may direct that payment be made, if funds are available, and that the absence be charged against accrued leave. Absence due to illness.

5. If an officer or employee is separated from the service by resignation or otherwise except by death after having taken vacation leave in excess of that proportion due for the part of the calendar year served by him, such excess vacation leave shall be charged against his salary or accrued leave on separation. Excess vacation leave charged to salary or accrued leave on separation.

leave: *Provided*, That if the vacation leave was allowed on

account of illness of the officer or employee, the Governor-General or proper head of Department may direct that no deduction be made from his salary or accrued leave for such excess vacation leave previously allowed.

Leave not allowable on separation prior to completion of two years' service.

6. An officer, teacher, or other employee appointed under the provisions of Act Numbered Sixteen hundred and ninety-eight who is separated from the service by resignation or otherwise before having served two full years in the Islands shall not be allowed any leave on separation.

Vacation of teachers.

7. (a) The resignation of a teacher who has served in the Islands two full school years or more may be accepted at the end of a school year and he may be allowed the vacation current: *Provided*, That the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught.

Resignation leave during school year.

(b) As a rule, the resignation of a teacher will not be accepted prior to the termination of the school year: *Provided*, That if for illness or other urgent necessity the resignation of a teacher who has served in the Islands more than two years is accepted without prejudice or permission to visit the United States is granted by the Secretary of Public Instruction prior to the termination of the school year he may be allowed salary for one week's vacation for every month actually taught by him since the preceding summer vacation, any absence chargeable to vacation to be deducted from this allowance; but the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught. Vacation may be allowed to the estate of a teacher who dies on the same basis as to a teacher whose resignation is accepted on account of illness.

Illness, evidence required (form 41).

8. In every case where action by the Governor-General or head of Department is contingent upon illness of an officer or employee evidence of illness must be submitted on the prescribed form except where a teacher applies for permission to make up, during vacation, time lost from duty on account of illness; if the illness was due to immoral or vicious habits, favorable action will not be taken.

Suspension of action of applications for leave.

9. When an application for leave is received by the Director and the monthly report is overdue, action on such application may be suspended pending the receipt of such report in proper form, but such suspension and the reason therefor shall be communicated immediately, in writing, by the Director, to the proper chief of Bureau or Office.

Absence on Saturday.

10. Absence on Saturday shall be counted as absence for one full day. A Sunday or a holiday occurring at the beginning or at the end of a period of accrued or vacation leave shall not be considered as a day chargeable to leave unless the duties of the position demand the rendering of service on such day. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service.

Leave contingent on needs of the service.

Employees on leave to report addresses.

11. Officers or employees on leave of absence shall report to the chiefs of their respective Bureaus or Offices at the

end of each month by registered mail their post-office addresses for the ensuing month, and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leave of absence. Absence from duty at station in the Philippine Islands after the expiration of the leave due shall be without pay.

12. No officer or employee in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted, and then only with the approval of the Governor-General or proper head of Department. Unexplained absence.

13. (a) All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Islands, make application to the Executive Secretary for transportation returning to Manila. In each application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States must be stated. Where the employee has served more than three years in the Islands such return transportation will be advanced upon request, provided the employee agree to reimburse the Government in installments and to remain in the service until such reimbursement is made. Return transportation from the United States.

(b) If transportation is not advanced as provided in the next preceding section, immediately upon reaching the United States remittance covering cost of return transportation must be made to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, with a statement of the date on which the applicant desires to leave the United States. All subsequent communications regarding return transportation and prompt report of any changes occurring in the applicant's post-office address must also be directed to the Chief of the Bureau of Insular Affairs, and a duplicate copy of each such communication mailed at the same time to the chief of the Bureau or Office interested. Correspondence regarding return transportation.

(c) An officer or employee entitled to traveling expenses from his place of residence in the United States to Manila under the provisions of section twenty-three or twenty-nine of Act Numbered Sixteen hundred and ninety-eight, or from foreign countries under the provisions of section twenty-three of Act Numbered Sixteen hundred and ninety-eight, shall file with the Insular Auditor his expense account within thirty days, if possible, after arrival at Manila. Expense account.

JAMES F. SMITH, *Governor-General*

## EXECUTIVE ORDERS

### THE GOVERNMENT OF THE PHILIPPINE ISLANDS EXECUTIVE BUREAU

MANILA, *December 1, 1913*

**EXECUTIVE ORDER }  
No. 103 }**

For the future, the executive authority given by the law to permit, in certain cases, Government employees to engage in private business outside of their official duties, will not be favorably exercised except under most exceptional circumstances. It is not intended by this that all employees of the Government who have engaged in private business under executive permission conferred in accordance with the law should sever their connection with such business enterprises; and such cases would be considered for revocation of the permission already extended only where such business activities impair the efficiency of the Government employee during his official work, tend to influence improperly his official actions, secure to him any unfair advantage in connection with his official position, or otherwise bring discredit upon the Government. On the other hand, it should be understood that for the future such business employment outside of official life is considered to affect unfavorably the capacity of the employee to perform the Government services for which he is drawing his salary; his entire time and strength is due to the Government even though he may be called upon to give such time and strength outside of office hours.

No employee will be allowed to take any part in the management of any business or engage in outside clerical or sedentary employment or any profession or employment which would bring him into competition with professional or business men, and permission to accept employment will as a rule be limited to that involving outdoor labor which would better the physical condition of the employee and to teaching engineering, stenography, and such other branches as would be of benefit to the Government or the community, the time to be devoted to this teaching not to exceed that prescribed for the Government night schools (one and one half hours daily).

Permission for all investments made in the Philippine Islands must be obtained from the Governor-General or proper Secretary of Department. No request will be approved to make any investment which might bring the employee's private interests into real or apparent conflict with his public

duties or in any way influence him in the discharge of his duties, or to make any investment which might interest the employee in an undertaking with which his public duty is connected or which might cause criticism of the Government or the employee. Employees shall not obtain concessions from the Government or own stock in companies holding concessions.

Loans from subordinates to superiors and loans on personal security are absolutely prohibited. Loans on real estate with interest at 10 per cent per annum or less will usually be approved under proper conditions.

Any violation of the provisions of this order or acceptance of employment or making investments or loans without the required permission will be sufficient cause for removal from the service.

FRANCIS BURTON HARRISON  
*Governor-General*

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OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS

MANILA, *March 22, 1921*

EXECUTIVE ORDER }  
No. 12 }

In connection with the enactment of Act Numbered Two thousand nine hundred ninety with regard to the commutation under certain conditions of accrued leave in excess of the leave for five years of service and which would otherwise be forfeited, the following procedure should be followed by the persons concerned: In order that a person who has to his credit the accrued leave for five years of service may establish his right to the commutation allowed by the law referred to above, he shall forward an application for accrued leave, on the usual form and in the usual way, covering the period of time which he desires to enjoy. This application should be acted upon by the chief of the bureau or office as contemplated by the printed first indorsement thereon. Favorable action should always be taken unless the services of the applicant are practically indispensable, which would very rarely be the case, because denial of the request exposes the Government to a considerable expense, and the new law is susceptible to much abuse if it be administered with a view to granting a certain class of employees additional compensation rather than a view to the real exigencies of the Government service. A uniform policy by all chiefs of offices of taking favorable action will be advantageous to all the parties concerned. The employee will thereby be benefited because he needs rest and recuperation of impaired health due to long and continuous service to which he has been subjected. The Government on the other hand will share the benefit thus derived by the employee because when he returns to duty he will

embark upon his work with new vigor and energy. If the application for leave is denied, the officer doing so shall state in detail the reasons therefor, which must be sufficient to make it appear that the Government would suffer a greater loss by sparing the applicant's services for the period of leave applied for than the money value of the accrued leave in excess of that pertaining to five years' service. He shall also make specific statement as to the earliest probable date on which the applicant might be granted the leave applied for or a portion thereof.

If the application is disapproved on account of the real exigencies of the service, the applicant will thereby become eligible to the benefits conferred by Act No. 2990. At the expiration of one year from the effective date of the leave applied for, when the right to commutation herein mentioned is perfected, the applicant may request commutation of the accrued leave which is then in excess of that pertaining to five years of service. It should be understood that as the law has no retroactive effect commutation of any accrued leave forfeited on or before the enactment of the law aforementioned cannot be entertained.

CHARLES E. YEATER  
*Acting Governor-General*

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OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS

MANILA, *March 8, 1922*

EXECUTIVE ORDER }

No. 12 }

It having been brought to my attention that the provisions of Memorandum Order, this office, dated January 23, 1918, are not being complied with and that Bureaus are bidding against each other for desirable men by offering increases of salary, which practice is demoralizing and it is directed that each Head of Department or Chief of Bureau or Office take the necessary steps to prevent the transfer of any of his employees, either classified or unclassified, as a result of such procedure and that no action be taken which tends to encourage the practice of one Bureau or Department bidding against another for the services of an individual.

LEONARD WOOD  
*Governor-General*



## MEMORANDUM ORDERS

### OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS

Memorandum order

*"To all Chiefs of Bureaus and Offices:*

"It is hereby directed that all correspondence with reference to cablegrams regarding appointments in the United States, return transportation from the United States, extensions of leave of absence without pay, and similar matters affecting the status or privileges of officers and employees of the Philippine civil service where action by the Governor-General or the Executive Secretary is required, be addressed to these officials through the office of the Director of Civil Service and the proper Head of Department.

Coursing of correspondence regarding appointments and leave through Bureau of Civil Service.

"In connection with the memorandum order of the Governor-General of the ninth instant, with reference to new appointments and special case promotions, it is directed that all requests for permissions to make such appointments or promotions be transmitted to the Governor-General through the Bureau of Civil Service and proper Head of Department, accompanied by a statement of the appointing officer, in each separate case, explaining the necessity for making the new appointment or special case promotion.

"Any other matters not specifically mentioned in this order should be sent through the Bureau of Civil Service if it is at all likely that the recommendation or action of that Bureau is necessary.

"The procedure prescribed in this order is for the purpose of expediting the handling of matters in which the recommendation or other action of the Bureau of Civil Service is desired.

FRANCIS BURTON HARRISON

*"Governor-General"*

IGNACIO VILLAMOR

*Executive Secretary*

MANILA, January 22, 1915

### OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS

Memorandum order

*To all Chiefs of Bureaus and Offices:*

My attention has been called to the extensive system of temporary employment which has prevailed for years in this Government. Some of this temporary employment is justifi-

Restricting temporary employment of non-eligibles.

fied by the fact that a sufficient number of persons eligible for regular appointment are not available for the work in hand, this being particularly true in the teaching service. There are many other positions which, on account of their temporary nature and the constantly changing demands, should properly be considered as temporary, such positions being mainly in connection with road and building construction and other outdoor employment.

I am convinced, however, that appointing officers have frequently abused the privilege of temporary employment in connection with clerical positions, and that the time has come when clerical positions throughout the service, save in a very few remote localities, can be filled from the regular registers of eligibles not only without detriment to the service, but with positive benefit. In order to prevent any extension of the temporary employment system, it is hereby directed that all clerical or semi-clerical positions (clerks, bookkeepers, typewriters, translators, law clerks, chiefs of divisions, etc.), be filled hereafter by promotion, transfer, or reinstatement of eligibles, or by selection from the regular registers of eligibles. No further increases in salary will be authorized for non-eligibles now employed in such positions, nor will temporary employment of eligibles be authorized with higher rates of compensation than those to which their examination status entitles them. Appointing officers will be expected to anticipate the needs of the service for which they are responsible and to provide in advance for the necessary special training of new clerks when vacancies occur in positions requiring knowledge of special duties.

Requests for authority for temporary employment of non-eligibles in clerical or semi-clerical positions based on knowledge of typewriting, languages, law, etc., will not be entertained. Exceptions may be made only in remote provinces where no eligibles are available and possible in certain cases where a knowledge of stenography is an absolute requirement, but in every case they shall bear the specific approval of the Governor-General, after a complete statement of the necessity for making the employment is made by the appointing officer and the recommendation of the Director of Civil Service is obtained.

All persons whose temporary employment in clerical or semi-clerical positions has already been authorized and who are not now eligible for regular appointment, are directed to make special effort to qualify for regular appointment by entering an appropriate examination. Employees stationed in Manila should consult the Bureau of Civil Service and enter an examination on the earliest possible date. Employees stationed in the provinces should be directed to enter an appropriate examination when the general examinations are held in provincial capitals on September 18-19, 1915. Applications for the required examinations should be transmitted to the Bureau of Civil Service immediately by all employees affected by this order.

In order to secure effective compliance, all chiefs of bureaus and offices are directed to report to the Bureau of Civil Service, not later than January 1, 1916, and each six months thereafter, the action taken in this matter, the number of persons who have failed to qualify for regular appointment who are still employed in clerical positions, and the necessity, if any, for retaining them in the service beyond that date.

FRANCIS BURTON HARRISON  
Governor-General

MANILA, July 9, 1915

## OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS

### Memorandum order

*To all Chiefs of Bureaus and Offices:*

Attention is invited to section 260 of the Administrative Code which reads in part as follows:

Suspension of  
subordinate offi-  
cers or employees.

"When the chief of Bureau or Office suspends a subordinate officer or employee from duty, the person suspended shall not receive pay during suspension unless the Department Head shall so order; but upon subsequent reinstatement of the suspended person or upon his exoneration, if death should render reinstatement impossible, any salary so withheld shall be paid, but without prejudice to the application of the disciplinary provisions of section seven hundred and thirty (should be six hundred and ninety-five) hereof.

"\* \* \* \* \*

Section 695 of the Administrative Code provides that for neglect of duty or violation of office regulations, or in the interest of the public service, a chief of Bureau or Office may remove any subordinate officer or employee from the service, suspend him without pay for not more than two months, reduce his salary or compensation, or deduct therefrom any sum not exceeding one month's pay.

It will thus be seen that upon subsequent reinstatement of a suspended official or employee the heaviest administrative punishment that may be imposed under existing law would be suspension without pay for two months, reduction in salary, or deduction of one month's pay. Therefore, if the official or employee has been suspended for a period in excess of two months, he would be entitled to receive pay for the balance of his suspension, in excess of that period (assuming that the heaviest punishment is imposed), irrespective of whether or not seemingly good reasons existed for his suspension at the time his suspension was ordered. In the case of positions which can not be left unfilled without detriment to the public service, the suspension of the incumbent is therefore liable to result in the payment of two salaries, one to the suspended official or employee and the other to the official or employee who temporarily replaced the per-

son suspended. In any event it may be necessary to pay an employee's salary during a period in which no service was rendered and for which consequently the Government gets nothing in return.

It is therefore directed that the utmost caution be exercised by all chiefs of Bureaus and Offices in the suspension of subordinate officers and employees to the end that payment of salaries to persons who have actually rendered no service may be avoided. It should be borne in mind that under section 2 of Civil Service Rule XII suspension of an employee pending proceedings for removal *may* be ordered but suspension need not necessarily be made coincident with such removal proceedings and is contingent upon such course being deemed necessary in the interest of the public service. It should also be borne in mind that section 6 of Civil Service Rule XIII contemplates that action looking to the removal of an employee should be taken only when there are strong reasons to believe that the respondent is guilty of charges which, if established, would warrant his removal from the service, and no suspension pending removal should be made unless the charges are such as to warrant removal.

The mere filing before the courts of criminal charges against an employee should not be considered as necessarily requiring the suspension from office of the accused. As a rule, especially where the criminal act with which the officer or employee is charged has no relation with the accused's official duties as a public servant, proceedings for the removal of the accused employee should not be instituted until after verdict shall have been rendered by the courts. Generally a conviction by the lower court would be sufficient to warrant the institution of administrative proceedings for the removal of the employee and his immediate suspension, even though appeal from the sentence is taken before a higher court. There may, however, be cases of employees charged with criminal offenses whose continuance in the service may result in further loss to the Government or be in some other way prejudicial to its interests or to the best interests of the public service; as, for example, in the cases of officers having custody of public funds who are charged with malversation of public funds, of officers or employees the nature of whose duties gives opportunity for graft and who are charged with grafting, of officers vested with police powers who are charged with abuse of such powers and who are likely to make further use of their authority to oppress, intimidate or coerce prospective witnesses against them, etc. In such cases the accused official or employee may be immediately suspended from office and proceedings looking to his removal forthwith instituted without the necessity of awaiting the termination of the criminal proceedings.

It is hereby directed that hereafter no suspensions be ordered by chiefs of Bureaus and Offices without first submitting as complete as possible a statement of the facts and circumstances of the case to and securing prior approval of

the Head of the proper Department or of the authority empowered to take final action in the administrative case, save only in those cases where it is in the opinion of the chief of bureau or office imperatively necessary that the employee be suspended to avoid repetition of the acts with which he is charged.

FRANCIS BURTON HARRISON  
*Governor-General*

MANILA, November 7, 1917

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OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS

MANILA, July 23, 1918.

**Memorandum Order**

*To all Chiefs of Bureaus and Offices:*

The Memorandum order of the Governor-General dated April 1, 1918, is hereby amended to read as follows:

With the concurrence of all the Secretaries of Departments it is announced that the promotion restrictions heretofore in effect have been revoked, and that until action is taken by the Legislature in the matter of standardization of salaries, the following provision of section 7 of Rule IX will govern in promotions:

Save in exceptional cases, promotion or increase of salaries shall not be made during the first six months after the appointment of an officer or employee, nor more frequently than once in twelve months thereafter, nor more than one class (or one-half of Classes C and D) at a time. The question of whether a case is or is not an exceptional one shall be submitted for determination to the Governor-General or proper head of Department, through the Bureau of Civil Service.

In order that a uniform policy may be adopted as to exceptional cases under this rule, the Secretaries of Departments have decided to consider no case exceptional unless there are increased responsibilities. If exceptions are proposed they should be accompanied by a full and complete statement of the grounds therefor, showing wherein there have been increased responsibilities.

In accordance with the practice heretofore, promotions of employees to the entrance salary of the highest grade examination in which they have qualified may be made at any time without constituting exceptions to the promotion rule, such promotions being permissible as original appointments.

The memorandum order of January 9, 1915, requiring authority of the Governor-General or Secretary of Department for the filling of vacancies, is also hereby revoked.

FRANCIS BURTON HARRISON,  
*Governor-General*

OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS

Memorandum order

*To all Chiefs of Bureaus and Offices:*

Section 674 of the Administrative Code reads as follows:

*"Examining committees and special examiners.*—The Director of Civil Service may, with the approval of the proper head of Department, appoint examining committees or special examiners from officers and employees in the service. Such persons shall be examiners of the Bureau of Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his exclusive control. The duties so performed by them shall be deemed part of the duties of the office to which they pertain, and time shall be allowed for the performance of such duties during office hours."

The attention of officers and employees appointed upon examining committees or designated as special examiners under the foregoing provision of law is invited to the necessity of rendering prompt and efficient service when called upon to do so. Provincial treasurers and division superintendents of schools, unless especially relieved, are members of examining committees and should, together with the regularly appointed committee members, make every effort to be present during the whole of every examination. Failure on the part of special examiners to discharge their duties properly as such will, on recommendation of the Director of Civil Service, be considered a sufficient cause for administrative action by this office.

FRANCIS BURTON HARRISON

*Governor-General*

MANILA, March 6, 1920

OFFICE OF THE GOVERNOR-GENERAL OF THE  
PHILIPPINE ISLANDS

MANILA, December 22, 1923

Memorandum Order

*To all Chiefs of Bureaus and Offices:*

The Civil Service Law provides that there shall be a probation for trial service before appointment or employment is made absolute. The rules fix this period at six months, except in the case of teachers where the Director of Civil Service may, for cause shown in certain specific instances and at the request of the Director of Education, extend the probationary period for an additional period of four months.

The probational period is part of the examination system. The examination establishes a probability of fitness,

but it does not cover the qualities of punctuality, industry, loyalty, dependability, and others necessary for success as a member of the government organization. It is necessary therefore that there should be the actual test which is provided by the period of probation.

It is believed that a more thorough and effective use should be made of the probationary period, and this office desires to impress upon the various departments and bureaus the fact that no probationary appointment should be allowed to become absolute unless the character of the service and the conduct of the probationer had been entirely satisfactory, and the chief of the bureau can certify unconditionally that his retention is believed to be in the interest of the service.

Report will therefore hereafter be made to the Bureau of Civil Service, under Civil Service Rule XIV, of each absolute appointment made, with a certificate of the chief of the Bureau to the effect that the character of the service and conduct of the person during probation were entirely satisfactory.

LEONARD WOOD  
*Governor-General*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR NO. 73]

MANILA, January 15, 1919

*To Chiefs of Bureaus and Offices:*

I have the honor to invite attention to the following provisions of law and civil service rules touching political activities of persons in the Government service.

ADMINISTRATIVE CODE

SEC. 449. *Persons prohibited from influencing elections.*—No judge of first instance, justice of the peace, or treasurer, fiscal, or assessor of any province and no officer or employee of the Philippine Constabulary or of the Bureau of Education shall aid any candidate or exert influence in any manner in any election or take part therein otherwise than by exercising the right to vote, under penalty of being deprived of his office and being disqualified to hold any public office whatever for a term of five years.

SEC. 687. *Contributions to political fund prohibited.*—No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to contribute or render any such service; and no officer or employee in the Philippine civil service shall directly or indirectly solicit, collect, or receive from any other officer or employee, any money or other valuable thing to be applied to the promotion of any political object whatever.

Any person violating any provision hereof shall be removed from office or dismissed from the service and shall be subject also to prosecution as provided by law.

SEC. 2673. *Solicitation of political contribution or political service.*—Any officer or employee in the Philippine civil service who shall directly or indirectly solicit, collect, or receive from any other officer or employee in such service any money or other valuable thing to be applied to the promotion of any political object or purpose or shall solicit or require him to render political service of any sort, and any officer who shall remove any other officer or employee in such service or otherwise injuriously affect or prejudice him in his official position on account of his failure or refusal so to contribute or render political service, shall be punished by a fine not

<sup>1</sup> Act No. 3030 approved March 9, 1922, reads as follows:

"SEC. 449. *Persons prohibited from influencing elections.*—No judge of first instance, justice of the peace, or treasurer, fiscal, or assessor of any province and no officer or employee of of the Philippine Constabulary, or of any province or municipality, or of the Bureau of Education, or employee of the classified civil service, shall aid any candidate or exert influence in any manner in any election or take part therein otherwise than by exercising the right to vote.

"All foreign persons shall be strictly prohibited from aiding any candidate, either directly or indirectly, and from taking part in or influencing any election in any manner."



exceeding one thousand pesos or by imprisonment not exceeding six months, or both.

#### CIVIL SERVICE RULES

SEC. 1, *Rule XIII*.—No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

SEC. 6, *Rule XIII*.—\* \* \* pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service \* \* \* may be considered reasons demanding proceedings to remove for cause, to reduce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No Chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director of Civil Service to the Governor-General or proper head of Department.

SEC. 8, *Rule XIII*.—No person in the Philippine civil service, classified or unclassified, permanent or temporary, shall take any active part in political management or in political campaigns: *Provided*, That this section shall not apply to elective officers, officers and employees of either House of the Legislature, and Secretaries of Departments. Political activity shall consist, among other things, in candidacy for elective office, being a delegate to any political convention or a member of any political committee or directorate or an officer of any political club or other similar political organizations, making speeches, canvassing or soliciting votes or political support in the interest of any party or candidate, soliciting or receiving contributions for political purposes, either directly or indirectly, or becoming prominently identified with the success or failure of any candidate or candidates for election to public office. The prohibitions herein contained apply to political activity with respect to the political parties of the United States as well as of the Philippine Islands. Violation of this section shall be considered cause for removal from the service.

It is requested that this circular be brought to the notice of all officers and employees under your jurisdiction, classified or unclassified, permanent or temporary.

Very respectfully,

P. R. ANGELL  
*Director of Civil Service*

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### THE GOVERNMENT OF THE PHILIPPINE ISLANDS BUREAU OF CIVIL SERVICE

[CIRCULAR No. 74]

MANILA, *January 29, 1919*

*To all Chiefs of Bureaus and Offices:*

GENTLEMEN: Recent developments would seem to make it advisable to call the attention of Government officials and employees to the necessity and manner of keeping daily time records and of reporting undertime and absences to this Bureau.

Under the provisions of the law and rules it is the duty of chiefs of Bureaus and Offices to require of all subordinate employees, except teachers, of whatever grade or class, not less than seven hours of labor each day, exclusive of Sundays and holidays. On Saturdays and during the hot season from April 1st to June 15th the hours may be reduced to five.

Teachers are required to devote, during the school year, not less than five hours per day to school work for five days in the week, exclusive of holidays. Where teachers are placed on the accrued leave basis their hours of labor will, of course, be those specified in the foregoing paragraph.

The matter of keeping accurate records of attendance of leave-earning employees of the Government is one of supreme importance. Civil Service Rule 15, section 3, provides:

Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Director (of Civil Service) on the proper form all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officer or employee liable to summary removal from the service and criminal prosecution.

The form referred to as the one on which the daily record of attendance must be kept is Bureau of Civil Service Form No. 48, which, when filled out, serves as the office record required by the rule. For obvious reasons entries thereon should not be made by the individual employees concerned, but by a clerk detailed for the purpose, who, in those offices where a time clock is used, should transfer the daily record from the clock ribbon to Form 48. At the end of the month the record thus prepared should serve as the basis for reporting undertime and absences to this Bureau on Form 3. It is not sufficient, as is sometimes done, to prepare the latter report from applications for leave filed by the employees.

Chiefs of Bureaus, and officers who rank higher than they in the three branches of the Government, are not, under decisions, required to keep daily time records, but the time of arrival and departure of all subordinate officers and employees must be recorded in the manner outlined. Tardiness in arrival cannot be made up by overtime unless by special authority of the chief of the Bureau, and practice has shown that where disciplinary

measures are instituted against an employee who is late more than twice or thrice during the month the effect is to secure punctuality in attendance on the part of all others.

Attention is invited to another important consideration—"only those employees are entitled to leave whose office hours are so fixed that the employees or officer is in his office or on duty each the number of hours required by law" (Opin. Atty.-Gen.). Furthermore, nonobservance of office hours brings any officer under the provisions of paragraph (f) section 2 of Act No. 1040 (now 279-h of the Administrative Code) and deprives him of the regular leave privileges of the same Act" (Res. Phil. Com. of March 11, 1907). That interpretation is strictly adhered to by this Office, and where the time records of an employee are not kept, he is considered as having failed to keep office hours and denial of leave is recommended accordingly.

Very respectfully,

(Sgd.) P. R. ANGELL  
Director of Civil Service

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR NO. 1]

MANILA, January 2, 1920

*To the Chiefs of Bureaus and Offices:*

I have the honor to request that in all cases where leave granted has been commuted under section 288 of the Administrative Code, the following information be furnished to this office by officers and employees on returning from leave of absence granted to visit the United States or foreign countries. The letter containing this information should be signed by the officer or employee concerned, and sent through the proper chief of bureau or office, who should certify to its correctness so far as the last day of service before taking the leave and the first day of service after return are concerned. This information should be furnished as soon as possible after the employee returns to duty.

1. OFFICERS AND EMPLOYEES STATIONED IN MANILA

- (a) The name of the country visited.
- (b) Whether or not it is desired to claim return traveling expenses in connection with this leave.

- (c) The last day of service in Manila.
- (d) The date of departure from Manila, and the name of the vessel upon which the officer or employee left.
- (e) The names of any other vessels upon which transportation was had between Manila and the country visited, if any change in vessels was made, and the date of arrival in the country visited. In case the employee stopped over at any port, give the name of the port, dates of arrival and departure therefrom, and a statement as to the cause of the stop-over.
- (f) The date of departure from the country visited.
- (g) The name of the port of embarkation in such country, and the name of the vessel upon which the employee embarked.
- (h) The names of any other vessels upon which transportation was had between such port of embarkation and Manila, if any change in vessel was made. In case the employee stopped over at any port, give the name of the port, dates of arrival and departure therefrom, and the cause of the stop-over.
- (i) The date of arrival in Manila.
- (j) The first day of service after arrival in Manila.
- (k) Whether or not it is desired to relinquish a part of the half pay allowable, provided the officer or employee has not used all the vacation and accrued leave with full pay allowable.

## 2. OFFICERS AND EMPLOYEES STATIONED OUTSIDE OF MANILA

- (a) The name of the country visited.
- (b) Whether or not it is desired to claim return traveling expenses in connection with this leave.
- (c) The name of the city or town in which stationed prior to taking leave.
- (d) The last day of service at station.
- (e) The date of departure from station for Manila; if water transportation was used, the name of the boat should be stated.
- (f) The date of arrival in Manila.
- (g) The inclusive dates of official duty performed in Manila prior to departure therefrom, if any official duty was performed; the chief of bureau or office under whose authority such duty was rendered should certify to its performance and state the character thereof.
- (h) The date of departure from Manila and the name of the vessel upon which the officer or employee left.
- (i) The names of any other vessels upon which transportation was had between Manila and the country visited, if any change in vessels was made, and the date of arrival in the country visited. In case the employee stopped over at any port, give the name of the port, dates of arrival and departure therefrom and the cause of the stop-over.
- (j) The date of departure from the country visited.
- (k) The name of the port of embarkation in such country and the name of the vessel upon which the officer or employee embarked.
- (l) The names of any other vessels upon which transportation was had between the country visited in Manila, if any change in vessels was made. In case the employee stopped over at any port, give the name of the port, dates of arrival and departure therefrom, and the cause of the stop-over.
- (m) The date of arrival in Manila.

(n) The inclusive dates of official duty performed in Manila prior to returning to station, if any official duty was performed; the chief of bureau or office should certify to the performance of such duty in accordance with (f) above.

(o) The date of departure from Manila for station; if water transportation was used the name of the boat should be stated.

(p) The date of arrival at station and the name of the station.

(q) The first day of service after arrival at station.

(r) Whether or not the first transportation for the United States or foreign country after arrival in Manila from station, or the first transportation for station after return to Manila, was used; if not, a full statement of the causes of delay should be made.

(s) Whether or not it is desired to relinquish a part of the half pay allowable, provided the officer or employee has not used all the vacation and accrued leave with full pay allowable.

If, on returning from leave of absence, an officer or employee whose station is in the provinces is temporarily assigned to duty in Manila pending permanent assignment to duty in the provinces, this office, upon request, will advise the Insular Auditor of the partial adjustment of his leave in order that payment may be made for the allowances (vacation leave and half pay) withheld until return to the Islands. The request for such partial adjustment should show the first day of service in Manila and the necessary data indicated above. When the officer or employee proceeds to his permanent station a supplemental statement should be furnished showing the last day of service in Manila and the remaining data indicated above. This office will then advise the Insular Auditor of the final adjustment of the leave.

This cancels Circular No. 28 of this Bureau of December 12, 1907.

Very respectfully,

P. R. ANGELL  
*Director of Civil Service*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR No. 2]

MANILA, November 16, 1920

*To all Chiefs of Bureaus and Offices:*

With reference to the designation of permanently and regularly appointed Government employees as Government pensionados to study abroad, it has been decided that they should be

considered as on official duty during the period of their sojourn in the United States or some foreign country. It should be stated in this connection that Act 2911, approved March 23, 1920, provides for the allowance of accrued and vacation leave for service outside of the Islands. This information is furnished in order that bureaus and offices may keep accounts payable relative to accrued leave due Government pensionados above referred to.

JOSE GIL  
*Acting Director*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR No. 3]

MANILA, March 23, 1921

*To all Chiefs of Bureaus and Offices:*

This Bureau has been the recipient of many communications from employees of the Government requesting computations of the accrued leave to which they are entitled. As computation of leave is made only upon receipt of application for accrued leave on the regular form this office has consistently refused to make such computations. It is requested that this matter be brought to the attention of each officer or employee in the Government service in order that they may be informed on the subject, thereby saving themselves and this office unnecessary correspondence.

JOSE GIL  
*Acting Director*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR No. 4]

MANILA, June 13, 1921

*To all Chiefs of Bureaus and Offices:*

Civil Service privileges, like leave of absence with pay, are granted only to persons who render continuous, faithful, and satisfactory service. Where, for certain irregularities in the performance of their duties or for any other reason, officers and employees are administratively investigated or adminis-

trative proceedings are being instituted against them and the outcome thereof may or may not be their final separation from the service, it is necessary for chiefs of bureaus and offices to see to it that no leave of absence with pay is granted the respondent for the time being. It should be stated that for failure to supply this office with necessary information there have recently been several cases where employees were granted leave of absence, which leave should have been denied. Where leave is granted in this way the Government is made to suffer unnecessarily. Attention, in this connection, is invited to section 1 (a) of Civil Service Rule 16, which prescribes that in forwarding applications for leave this office shall be furnished with the data contemplated by the printed first indorsement, "together with any other information which may have a bearing on the allowance or disallowance of leave." It will be seen that a strict compliance with this provision of Rule 16 will surely avoid cases of overpayments because of the leave granted as stated above, and in order that the interests of the Government may be properly protected, drastic action will hereafter be recommended against the person or persons responsible for the overpayments herein alluded to.

(Sgd.) JOSE GIL  
*Acting Director*

Approved:  
(Sgd.) CHARLES E. YEATER  
*Acting Governor-General*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR No. 5]

MANILA, *July 3, 1922*

*To all Chiefs of Bureaus and Offices:*

Section 288 of the Administrative Code as amended by Act 2990 authorizes the commutation of accrued leave. In order that the provisions of this section may better be carried out in connection with section 290 of the Code, which provides that no person whose leave has been commuted *shall be permitted to return to duty without first refunding the value of the unused portion of the leave commuted*, it is incumbent upon administrative officials to see to it that no person is recalled to duty

prior to the expiration of his leave commuted and to that effect the following procedure is hereby outlined:

Where a person applies for the *commutation* of his accrued leave favorable recommendation thereon should not be made, unless the Chief of Bureau or Office concerned is absolutely certain that the applicant's services will not be required during the period of the leave to be granted. In a contrary case recommendation should be made to the effect that commutation of the leave to be granted be paid monthly. This will obviate the necessity for refund of a considerable amount or of any amount at all, for if a person has gone on long leave and has obtained commutation of the first month of his leave, the official concerned would still have occasion to determine whether further commutation may properly be authorized.

In all cases of request for commutation of leave the Chief of Bureau or Office concerned shall make a specific statement as to whether or not the applicant's recall to duty before the expiration of his leave is likely to occur.

(Sgd.) JOSE GIL  
*Acting Director*

Approved:  
(Sgd.) LEONARD WOOD  
*Governor-General*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS  
BUREAU OF CIVIL SERVICE

[CIRCULAR No. 6]

MANILA, *March 1, 1923*

*To all Chiefs of Bureaus and Offices:*

Sections 1 (a) and 2 (a) of Civil Service Rule 16 prescribe that applications for accrued and vacation leave be submitted two weeks and one week respectively in advance of the time the leave takes effect. It is also required that the applications be immediately transmitted to this Bureau the purpose being apparently to afford this Office ample time for the computation of the leave allowable and for returning the papers duly acted upon. There is barely any need to state that rush work exposes the worker to more or less serious mistakes, particularly if the work involves complicated computation as is true in a good many cases. During the last few months leave papers have been brought to this Bureau by special messengers or the ap-



plicants themselves (using official time when the applications should have been sent in the regular way) a day or two before the effective date of the leave applied for, and, in some cases, on the very same date the leave went into effect, with the request that action on the matter be expedited. There have been numerous instances and this Bureau feels to have been, in an appreciable way, hampered in its work.

In view of the foregoing and of the fact that commutation of leave to be spent in the Islands requires the specific approval of the Department Head concerned it is earnestly requested that all chiefs of bureaus and offices see to it that applications for accrued leave, particularly those requiring immediate attention, are submitted to this Bureau sufficiently in advance to make possible its return on time to the office concerned. The chiefs of bureaus and offices are also requested to see to it that their employees are not authorized to call at this Bureau merely to ask that action on their papers be expedited unless the necessity for such a course is unavoidable, as on such occasions where the circumstances which bring about the sudden necessity for applying for leave cannot be foreseen, and the matter must be settled at an early date. It is likewise requested that this circular be brought to the attention of all officials and employees.

JOSE GIL

*Director*

Approved:

(Sgd.) LEONARD WOOD  
*Governor-General*



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# INDEX

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## INDEX

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Accrued leave:	Page
Accumulation .....	40
Accrual during leave.....	40
Amount allowable.....	40
Anticipation of leave to accrue during absence with pay.....	40
Applications for:	
Action of chief of bureau or office.....	43, 99, 121
After resignation.....	41
Of persons under investigation.....	120
To be submitted in advance.....	99, 122
Circulars .....	115-123
Commutation .....	42, 65, 100, 105, 121
Return to duty pending leave commuted.....	42
Statement to be made on requests for.....	121
Computation .....	40, 99, 120
Requests for .....	120
Death or separation without fault.....	59
Deceased persons.....	41, 99
Executive order.....	105
Forfeiture .....	40, 102, 117
Legislative employees.....	40
Of employees designated as Pensionados.....	119
Persons entitled.....	39
Persons not entitled.....	40
Statement to be submitted on return from leave abroad.....	117
Suspension of action on.....	102
Time limit for filing applications for.....	41
To go abroad.....	41, 100, 117
Travel expense.....	41-42, 103
Withholding salary.....	43, 101
Administrative Code, extracts from.....	31
Age limitations.....	51, 83
Alien .....	54, 83
Americans:	
Appointments of .....	9-13, 24-25
In the service.....	12-13, 26-29
Salaries of.....	13, 26-29
Separation from the service.....	14-15
Temporary employment.....	29
Appendix .....	19
Appointments:	
Alien .....	54, 83
Animal insurance agents.....	65
Antedating .....	34

## Appointments—Continued.

	Page
Assessors and deputies.....	62
Assistant surgeons and temporary physicians.....	66
By bureau or office chiefs.....	33, 47, 55
By Governor-General .....	55
Chief and assistant chief of bureau or office and superintendent..	55
City of Manila officials and employees.....	63
Clerks to district auditors.....	50
Commercial agents .....	66
Date of taking effect.....	34, 86
Deputy provincial fiscal.....	60
Employees of Department Heads.....	66
Employment agents, Bureau of Labor.....	61
Federal employees .....	11, 25
From the United States.....	10, 24-25, 36, 58
General Land Registration Office employees.....	34
In 1923 .....	9-12, 24-25
In United States, contracts.....	10, 58
Jailer, provincial .....	60
Legislative investigators, Philippine Library and Museum.....	66
Number of .....	9-12, 24-25
Of Americans .....	9-12, 24-25
Of Filipinos .....	9-12, 24-25
Of United States Army or Navy officers.....	34
Original .....	9, 24-25
Over ₱3,000 per annum.....	66
Persons disqualified .....	46, 83
Power to make.....	33, 47, 55, 63
Preference .....	55, 86
Probational .....	9, 87
Procedure .....	92
Promotion, reduction, or transfer.....	11
Provincial employees .....	62
Reinstatement, by .....	10
Rule .....	92
Salary—	
Limitations .....	93
When to begin.....	36
Secretary, Provincial Board.....	62
Statistics .....	9-12, 24-25
Temporary .....	14, 55, 87-88
Transfer .....	34, 89-90
Tobacco inspectors .....	65
Through Bureau of Civil Service.....	86
To lowest class.....	87
Waiver of certification.....	87
Weather Bureau observers.....	60
Army and Navy officers:	
Pay .....	34
Per diems .....	44
Bonds:	
Private parties .....	48

## Bureaus and Offices:

	Page
Acting chiefs.....	35, 48, 61
Salary of .....	35
Appointments ( <i>see also</i> Appointments)—	
Made by chiefs.....	33, 47, 55
To positions of chief, etc., by promotion.....	55
Assignment of employees or subordinates.....	33, 48, 89
Chiefs—	
Designation by Governor-General.....	48
Gifts .....	56
Loans to, prohibited.....	96-97, 105
Powers and duties.....	46-47, 97
Salaries for .....	71
Close for special reasons.....	50
Direction and supervision over.....	33
Duties of assistants and other subordinates.....	47-48
Forms .....	47
Holidays, work on.....	49-50, 99
Hours of labor.....	49, 98-99
Information to Director of Civil Service.....	54, 98
Officials and subordinates.....	47
Overtime work .....	50, 98-99
Regulations and orders.....	47
Seal .....	46
Burial expenses .....	59
Certifications .....	85-86
Circulars of the Bureau.....	114-123
Citizenship .....	54, 83
Civil Service:	
Annual Report .....	52
Chief officials of the Bureau.....	51
Citizenship .....	54, 83
Classified service .....	53, 56
Examination as prerequisite to appointment in.....	54
Limitation on employment.....	55
Contributions to political funds.....	56, 63, 96
Cost of instruction of employees.....	66
Director—	
Action on applications for leave.....	48
Discretion .....	52, 83
Opinions .....	57
Powers and duties.....	51, 54
Duty of all officers.....	52
Examining committees and special examiners.....	54, 84-85, 91, 112
Financial statement of the Bureau of.....	17
Governor-General, appointments and removals by.....	32, 55, 63
Manual of Information.....	7
Office records of attendance.....	56, 99, 115-117
Official Roster .....	52
Organization Diagram of the Bureau.....	Frontispiece
Personnel .....	12
Personnel of the Bureau of.....	17

Civil Service—Continued.	Page
Persons included .....	52
Rules .....	82
Fundamental requirements .....	51
Matters to be prescribed .....	51
Selection of eligibles .....	55, 86
Summary of the work of the Bureau during the year .....	18
Sundry frauds .....	8-9, 63
Testimony .....	50, 52
Unclassified service .....	53-54
Limitation on employment .....	56
Persons appointed, not subject to examinations .....	54
Civil Service Law .....	51
Compensation ( <i>see</i> Salaries).	
Contracts:	
Employees from United States .....	58
Violation of .....	58, 89
Cost of instruction of employees .....	66
Correspondence, coursing of .....	107
Death:	
Allowances .....	35, 58-59, 99
Commutation of leave allowances .....	42, 58
Incurred in line of duty .....	59
Leave allowances .....	41-42, 58-59, 99
Payment of money due .....	35, 41, 58
Separations on account of .....	15
Department Heads:	
Action on applications for leave .....	43
In case of absence or vacancy, who shall perform the duties .....	32
Initiative of .....	32
Leave of .....	33
Powers .....	32-33
Subordinate employees .....	66
Disbursing officers, liability for unauthorized payment of salary ...	57
Disciplinary measures .....	58, 94
Disloyalty, removal from service .....	32
Disqualification of election inspectors .....	46
Efficiency record .....	91
Elections:	
Disqualification of inspectors .....	46
Persons prohibited from influencing .....	46
Eligibility, period of .....	85, 88-89
Eligibles:	
Preference in selection .....	55, 86
Selection of .....	55, 86
Evidence:	
Administrative proceedings .....	50
Civil Service officials .....	50
Examinations:	
Age limits .....	51, 83
Applications for .....	5, 83
False statements on .....	9, 63



## Examinations—Continued.

	Page
Character of .....	7, 84
Citizenship .....	54, 83
Committees and special examiners.....	8, 54, 84-85, 91, 112
Comparison with former years.....	20-23
Competitors .....	6, 20-23
Coöperation of other bureaus.....	8
Discretion of Director.....	52, 83
Federal service .....	20
Frauds .....	8, 9, 63
Graph showing the number of persons examined annually.....	23
Irregularities in .....	8
Kinds of .....	6
Manual of information.....	7
New methods .....	7
Not required to unclassified service.....	54
Number of competitors.....	6, 20-23
Oath of applicant.....	54
Period of eligibility.....	85
Persons examined during 1923.....	6, 20-23
Practical .....	7, 84
Prerequisite to appointment in the classified service.....	54
Promotional .....	20-23, 91-92
Qualifications of applicants.....	83
Rating of papers.....	85
Requirements relating to appointment and promotion.....	93
Results of .....	20-22, 85
Statistics .....	20-23
Use of public buildings.....	55, 85
Extended leave:	
Judges of first instance.....	38
Justices of the Supreme Court.....	38
Teachers .....	39
Extra compensation:	
Deputy assessor .....	62
For substitutionary service.....	35, 61
Inhibition against payment of.....	35
Right of employees to receive.....	60, 62
Weather Bureau employees.....	60-61
Federal service:	
Appointments to .....	11, 25
Leave allowed to persons detailed from.....	40
Transfers to and from.....	90
Filipinos:	
Appointments of .....	9-12, 24-25
In the service.....	12-13, 26-29
Salaries of .....	13, 26-29
Separations from service.....	14-15
Temporary employment .....	29
Financial statement of the Bureau of Civil Service.....	17
Form 48 .....	56, 99, 115
Forms, regulations or general orders, authority to prescribe.....	47

	Page
Frauds, sundry .....	8-9, 63
Gifts to official superiors.....	56
Governor-General:	
Appointments and removals from service.....	32, 55
Designation of acting heads of offices.....	35, 48, 61
Particular powers and duties.....	32, 55
Suspension of labor in offices.....	50
Grades, salary .....	36-37
Graph showing the number of persons examined annually.....	23
Half salary .....	36, 41, 89
Holidays:	
Employees not required to work on.....	49
Services may be required on.....	50, 98-99
Hospital:	
Fees .....	59
Priority in admission.....	59
Hours of labor.....	49, 98
Circular .....	115
Extension of .....	50, 98-99
Office records .....	56, 99, 115
Temporary suspension of.....	50
Illness ( <i>see also</i> Sickness):	
Absence due to .....	42-43, 59, 101
Allowances in case of.....	58-59
Evidence of .....	102
Injuries:	
Absence on account of.....	59, 101
Allowances in case of.....	59
Inspector of election, disqualification of.....	46
Instruction of employees, cost of.....	66
Investigations, suspension of employees pending.....	58, 61, 109
Action on applications for leave.....	120
Investments .....	96, 104
Judges ( <i>see also</i> Extended leave):	
Leave of absence.....	38
Accumulation .....	38
Approval .....	38
Commutation .....	39
How may be taken.....	38
Salary of appointees from United States.....	36
Travel expense .....	45
Leave of absence ( <i>see also</i> Accrued leave; Extended leave; Judges' leave; Teachers' leave; and Vacation leave)—	
Amendment to the law.....	15
Effect of .....	16
Applications for .....	43
Action of chief of bureau or office.....	43, 99, 100, 121
After resignation .....	41
Final determination on.....	43
Increase in the number of.....	15
Of persons under investigation.....	120
To be submitted in advance.....	99, 100, 122

## Leave of Absence—Continued.

	Page
Illness, in case of.....	42-43
Judges .....	38
Law .....	38
Legislative employees .....	40
Return to duty pending leave.....	42
Rules .....	99
Secretaries and Under Secretaries of Departments.....	33
To go abroad.....	41-42, 65, 100
Information to be furnished on return.....	117
Withholding of salary incident to.....	43, 101
Loans to official superiors, prohibited.....	96-97, 105
Manila city employees—	
Allowances in case of death or sickness.....	59
Appointments and removals of.....	63
Manual of Information.....	7
Medical service and attendance.....	59-60
Expenses of physician and nurse.....	60
Memorandum orders .....	107
Monthly reports .....	98, 115-117
Municipalities:	
Oath of officials.....	31
Treasurers—	
Civil Service status and privileges.....	53
Navy and Army Officers ( <i>see</i> Army and Navy officers).	
Oath:	
Applicant for examination.....	54
By whom administered.....	32, 52
False statements .....	9, 63
Occasions for administration.....	31
Of office—	
Of Insular and provincial employees.....	31
Of municipal officials.....	31
Preservation of .....	32
Powers incidental to taking of testimony.....	50
Offenses .....	96-97
Opinions of the Director of Civil Service.....	57
Organization Diagram of the Bureau of Civil Service.....	Frontispiece
Overtime work:	
Additional compensation .....	35
Penalties:	
By whom imposed.....	33
Failure to give testimony, etc.....	50
Perjury .....	63
Political activity .....	56, 63, 96, 114
Private business .....	96, 104
Recommendations for promotions made at solicitation.....	91
Religious or political affiliations, consideration of.....	56, 96
Sundry frauds .....	8-9, 63
Pensions for teachers.....	74
Amendment .....	78

	Page
Per diems ( <i>See also</i> Travel Expense Law) .....	43-44
Army and Navy Officers .....	44
Schedule .....	44
Perjury .....	63
Personnel .....	12-14
Of the Bureau .....	17
Salaries .....	13, 26-29
Statistics .....	12-13, 26-29
Temporary .....	14
Political activity .....	96, 114
Circular No. 73 of the Bureau of Civil Service .....	114
Contributions or services .....	56, 63, 96
Persons prohibited from influencing elections .....	46
Political affiliations ignored .....	56, 96
Printing, Bureau of: Vacation leave for craftsmen and classified apprentices .....	41
Private business .....	96, 104
Officers of the Philippine Health Service .....	66
Weather Bureau employees .....	61
Probationary period .....	52, 86-87
Memorandum order .....	112
Prohibitions and penalties .....	46, 50, 56, 91, 96
Promotions:	
Antedating .....	34
Appointments by .....	11
Date of taking effect .....	34
Examinations .....	20-22, 91
Frequency of .....	92
Increase in number .....	11
Memorandum order .....	111
Recommendations .....	91
Rule .....	90
Provinces:	
Employment of subordinates .....	62
Municipal and deputy treasurers; protection and privileges .....	53
Secretary of Provincial Board .....	62
Temporary appointment to positions of provincial officers .....	61
Travel expense of employees .....	44
Publication of the cause of removal .....	95
Purchase of property:	
By court employees .....	97
Sold for non-payment of taxes .....	50
Rating of examination papers .....	82
Records of attendance .....	56, 99, 115
Reductions:	
Appointments by .....	11
Causes for .....	11, 96-97
Procedure .....	94
Regulations and orders, authority to prescribe .....	47
Reinstatement:	
After military service .....	89
Appointments by .....	10

Reinstatement—Continued	Page
Decrease in number of.....	10
Examination .....	88
Number of.....	10
Period of eligibility for.....	88
Rule .....	88
Religious affiliations ignored.....	56, 96
Removals:	
Causes for.....	15, 94
City of Manila officials and employees.....	63
Power to make.....	32-33, 47, 55, 61
Procedure .....	94
Provincial officers.....	61
Publication of the cause.....	95
Resignations:	
Application for accrued leave.....	41
Forced .....	15
Half salary.....	36
In United States before three years' service in the P. I.....	89
Number of.....	14
Procedure .....	95
Teachers .....	102
Transportation .....	36
Retirement .....	16
Act .....	67
Amendments .....	69, 70
Half salary upon.....	36
Operation of Law.....	16
Teachers' .....	74
Transportation upon.....	36
Judges .....	45
Rules, regulations, orders, circulars, memorandums, and other in-	
structions, by whom promulgated.....	33
Salaries:	
Acting Chiefs.....	35, 61
Appointees from United States.....	36
Assistant surgeons or temporary physicians.....	66
Attendance of employees in certain proceedings.....	34
Average .....	13, 27-28
Commutation .....	39, 42
Deceased employees.....	35, 41, 59
Division into fractional parts.....	34
During suspension.....	35, 61, 109-111
Extra compensation .....	35, 60-62
Grades .....	36
Half salary.....	36, 41, 89
Incident to leave; withholding.....	43, 101
Liability of disbursing officer.....	57
Limitations .....	93
Minimum, in the absence of specific authority.....	37
On transfer.....	34

## Salaries—Continued.

	Page
Paid .....	13, 26-29
Payment contrary to law.....	57
Prerequisite to payment.....	57, 92
Scale .....	36
Schedule .....	93
Substitutionary service.....	35, 61
Unauthorized payment.....	57, 92
United States Army or Navy officers.....	34, 44
When accrue.....	34, 36
When required to attend proceedings.....	34
Salary Law.....	71
Saturdays, absence on.....	102
Seals, Bureau.....	46
Secretaries of Departments ( <i>see</i> Department Heads).	
Separations .....	14
Abolition of position, or reduction of force.....	15
Allowances in cases of.....	58
Americans .....	14
By Governor-General .....	32, 55
By breach of contract.....	58, 89
Causes .....	15, 96
Commutation of leave.....	42
Death .....	15
Allowances in case of.....	58
Decrease in number.....	14
Filipinos .....	14
Involuntary .....	14, 36
Physical disability.....	15
Allowances in case of.....	58
Procedure .....	94
Provincial officers .....	61
Unexplained absences.....	103
Voluntary .....	14
Service, extra ( <i>see</i> overtime work).	
Sickness ( <i>see also</i> Illness):	
Admission to hospitals.....	59
Allowances .....	59
Evidence .....	102
Leave incident to.....	42-43, 99, 102
Statistics .....	20-29
Substitutionary service, extra compensation.....	35
Summary of the work of the Bureau during the year.....	18
Supreme Court:	
Leave of Justices.....	38
Accumulation .....	38
Approval .....	38
Suspensions:	
Memorandum order.....	109
Pending investigation.....	58, 61

Suspensions—Continued.	Page
Procedure .....	94
Provincial officers.....	61
Rule .....	94
Salary payments .....	35, 61
Tardiness .....	115
Tax sales; prohibition.....	50
Teachers:	
Absence due to illness.....	42, 100
Hours of labor.....	98
Pension Law .....	74
Amendment .....	78
Probationary period .....	87
Resignation .....	102
Teachers' leave.....	39
Abroad .....	42
Absence of teachers.....	42
Applications .....	100-101
Commutation of.....	42
Continuous duty in vacation periods.....	39
Travel expenses .....	42
Temporary employment.....	14, 55, 87-88
Decrease in number.....	14
In the position of provincial officer.....	61
Law .....	55
Memorandum order.....	107
Physicians .....	66
Reduction in.....	14
Restrictions .....	107
Rules .....	87
Statistics .....	29
Transfers:	
Appointments by.....	11
Decrease in number.....	11
Executive Order.....	106
From or to Federal service.....	90
Increase of salary.....	106
In Philippine service.....	89
Rule .....	89
Salaries in cases of.....	34
Travel expense.....	45
Transportation. (See Travel Expense Law.)	
Applications for.....	46
Contract for transportation equipment belonging to employee.....	49
Expense on account of leave abroad.....	41
From United States, applications.....	103
Judges, upon retirement.....	45
Loan for purchase of transportation equipment.....	49
On retirement from the service.....	36
To San Francisco.....	36

	Page
Travel Expense Law.....	43
Advance audit.....	46
Allowance .....	43-44
Applications for transportation.....	46
Army and Navy officers.....	44
Certificate to transportation Companies.....	46
Control of head of office.....	44
Deduction for advances.....	45
Definition .....	43
Filing of account.....	103
Half salary.....	41
How paid .....	43
Insular employees .....	43
If salary paid from provincial funds.....	45
Judges .....	45
On leave abroad.....	41-42
On retirement from the service.....	36
On route to station.....	45
On transfer.....	45
Per diems.....	43-44
Schedule .....	44
Provincial employees.....	44-45
Refund to employees.....	45
Transportation—	
Army transport .....	46
Commercial vessels .....	46
Contract with employees.....	49
Loan to purchase means of.....	49
Water, by .....	44
Treasurers, municipal and deputy provincial:	
Civil service status.....	53
Under Secretaries of Departments.....	32
Leave of absence.....	33
Undertime .....	115
Unexplained absences.....	103
United States Army or Navy officers, pay of.....	34
Per diems.....	44
Vacancies, filling of.....	48, 85, 90
Vacation leave.....	41
Action on applications.....	43, 100, 121
Final determination.....	43
Of persons under investigation.....	120
Amount allowable .....	41
Applications in advance.....	100, 122
Apprentices, Bureau of Printing.....	41
Circular .....	122
Craftsmen, Bureau of Printing.....	41
Excess charged to salary or accrued leave.....	101
Judges of first instance.....	38
Sanitary division employees.....	59



## Vacation Leave—Continued.

Page

Supreme Court Justices.....	38
Suspension of action on.....	102
Teachers .....	39
When taken.....	41
Withholding of salary.....	43, 101

## Witnesses:

Attendance in proceedings.....	34, 50
Civil service proceedings.....	52
Salary of employees when required to be.....	35







